

Date Posted: 06/04/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Executive Assistant

Employer/Agency: Santa Maria Hostel

Job Description: This position is responsible for providing administrative support to the CEO. Responsible for communications and correspondence as directed by the CEO to funders, donors, staff, Board, and community partners; Travel arrangements and travel expenditure reports, compilation of monthly quality management reports and Board of Directors reports, general time management and CEO scheduling support; managing phone calls, policy and procedure updates and dissemination, and providing other general administrative support.

Qualifications: High school diploma required, associates degree or some college preferred. Must have excellent communication, organization, and writing skills and good working knowledge of WORD, Excel, Publisher, Google or MS Enterprise.

Salary/Hours: Negotiable based on experience. Health, Vision, Dental, and Life Insurance, 401(K) Plan, and generous PTO benefits. Fulltime Monday-Friday, or by special exception based on qualifications – 30 hours per week.

Employer/Agency: Santa Maria Hostel
Address: 2605 Parker Road
City, State, Zip: Houston, TX 77093

Contact Person: Kay Austin
Contact Title: CEO
Fax Number: 713-691-0910
Email Address: kaustin@santamariahostel.org

Application Method: email only

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at majobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you