Coastal Bend College is accepting applications for a

**TEMP PART-TIME ADMINISTRATIVE ASSISTANT**

**Location:** Beeville CBC Foundation  
**Begins:** ASAP  
**Application Deadline:** Open Until Filled

**Function:**

The Administrative Assistant of the CBC Foundation provides support to the Development and Program Manager and to the Executive Director.

**Experience and Education:**

High School Diploma required. Experience preferred.

Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint); must be able to create mail merge documents. Excellent written, oral and interpersonal communication skills. Strong organizational skills and attention to detail. General knowledge of office procedures. Must maintain confidentiality in all matters. Must support the missions of Coastal Bend College and the Coastal Bend College Foundation.

_in order to be considered for this position, your application packet must include the following:_

1. A CBC [Classified Application](#) for employment, completed in its entirety
2. Resume with cover letter (optional)
3. Copies of all required licenses, if applicable
4. Copies of transcripts from all institutions attended

_Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability._