



**SOUTH BAYLO
UNIVERSITY**

Job Posting for Executive Assistant

South Baylo University is seeking an Executive Assistant. The essential duty of this position is to support and enhance the administration team.

Required Qualifications

- Administrative Qualifications at the School or University Level
- Experience working with diverse populations
- Competency at working with various accreditation agencies in processes and procedures to meet compliance
- Computer proficient
- Excellent interpersonal skills and the ability to interact professionally and effectively with all level of staff and faculty and other institutions
- Excellent communication, organization, and problem-solving skills
- Ability to handle the details and accuracy of multiple priorities simultaneously and adhere to strict deadlines

Please send your resume to:

South Baylo University
Attn: Director of Personnel
1126 N. Brookhurst St.
Anaheim, CA 92801

or fax 714-533-6040
or Email to jobs@southbaylo.edu



Anaheim Main Campus

1126 North Brookhurst Street
Anaheim, CA 92801
Phone: 714.533.1495
FAX: 714.533.6040



Los Angeles Campus

2727 West 6th Street
Los Angeles, CA 90057
Phone: 213.738.0712
FAX: 213.480.1332