

Job Title:

Administrative Assistant to the Dean

Reports to:

Chief of Staff

Job Description:

Provides administrative support to the College of Osteopathic Medicine (COM) Administration including, but not limited to Deans, Associate Deans and Assistant Deans.

**Duties &
Responsibilities**

Student Support Services:

- Serve as the first point of contact for the COM; greet visitors and callers; triage incoming calls and inquiries
- Provide technical support to the COM administration in regards to computers, printers, and other office equipment as needed
- Coordinate candidate interview/hiring process, including building itineraries and scheduling interviews
- Prepare typed reports, memorandums, and meeting minutes with a high level of accuracy and efficiency
- Support accreditation process including proofreading, editing, and distributing reports
- Manage the calendar of the COM administration and coordinate travel arrangements (airline/hotel)
- Conduct research on medical education and healthcare environment
- Manage databases; enter data; produce reports and charts
- Track department expenditures
- Manage inventory of department supplies
- Coordinate signing of documents as requested
- Arrange and coordinate room reservation, catering and other provisions for college meetings and events
- Maintain COM files and records; fax and photocopy documents
- Run local errands
- Maintain confidentiality of records and information

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Vice President of Student Affairs and Enrollment.

Qualifications:

Education

Associate's Degree or equivalent education or certification

Skills & Experience

- Two or more years of related work experience and/or relevant training;
- strong reading, writing, and editing skills and detail orientation;
- pleasant presence in the office and on the phone;
- ability to multi-task and work deadlines;
- keep track of multiple projects and ensure timely follow-up; self-motivated, and able to work independently with minimal supervision;
- ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion; excellent communication and customer service skills, including the ability to maintain good relations with the university community by being an excellent representation of the COM; proficiency in Microsoft Office suite; Word, Excel, Outlook required;
- Demonstrated ability to learn new technological skills.

Salary:

Competitive Salary DOE. Benefits include eligibility for vacation, sick, and holiday pay; Medical, Dental, Vision, Life Insurance, company paid Long Term Disability, Flexible Spending Accounts, Supplementary Health Plans, Tuition Assistance, and 401k.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.org and type **ADMINISTRATIVE ASSISTANT TO THE DEAN** in the subject field of the email.

*CHSU is an Equal Opportunity/Affirmative Action Employer.
Minorities, women, veterans, and persons with disabilities are encouraged to apply.*