

Job Title:**Faculty Assistant, College of Osteopathic Medicine****Job Description:**

The Faculty Assistant will support the Department Chair, Department Faculty and Student Doctors by providing general administrative and clerical support. The Faculty Assistant will also provide administrative support to the Associate Deans, Department Chairs, and Faculty Members within the College of Osteopathic Medicine and report to the Manager of Business Affairs & Administration and work closely with other members of the administrative team to ensure that the COM functions smoothly and efficiently.

Reports to:

Manager, Business Affairs & Administration

Classification:

Administration, Full Time, Exempt

Essential Duties:

- Provide general administrative and clerical work including answering phones, assisting with mailings, and basic office tasks;
- Manage complex calendars, schedules, and appointments;
- Coordinate meetings and presentations;
- Assist with accreditation document management/filing;
- Create and submit expense reports and travel request forms within the university policies;
- Create and distribute agendas for meetings;
- Accurately record minutes of meetings and gatherings as requested;
- Collect and distribute mail;
- Assist with maintaining office supplies and inventory;
- Manage renewals of licensure and organization memberships for the Chair and Faculty;
- Prepare reports and documents as requested;
- Research various topics as requested;
- Serve on committees as assigned;
- Coordinate tasks, determine the importance of each, set appropriate deadlines and complete all projects accordingly;
- Operate and maintain a variety of standard office machines and equipment, such as a computer, scanner, photocopier/printer; responsible for duplicating and distributing a variety of materials;
- Must be able to maintain professional demeanor and multitask in a fast-paced, student-focused, team environment and complete work with an understanding of the mission, vision, role, and goals of the University and the COM;
- Contributes to the overall success of the University and the COM by performing other essential duties and responsibilities as assigned.

**Qualifications/
Education:****Education:**

- Associates or equivalent education required;
- Bachelor's preferred.

Skills & Experience:

- Two or more years related administrative experience, preferably in a fast-paced environment, with a senior executive, and/or in a higher-education context;
- Ability to learn quickly
- Maintain a professional behavior/demeanor
- Work as a member of a team
- Draft and compose correspondence and prepare data for reports
- Superior organizational skills and detail orientation; ability to multi-task and work with deadlines; keep track of multiple projects and ensure timely follow-up;
- Self-motivated, and able to work independently with minimal supervision;

- Strong research and analytic skills;
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion;
- Ability to anticipate needs and work proactively to manage the daily flow of the office;
- Excellent communication and customer service skills, including the ability to maintain good relations with the university community;
- High proficiency with technology, including Apple and PC hardware and Microsoft Office software;
- Proficiency with Google Apps, Microsoft Office suite, in particular Microsoft Outlook, Excel and PowerPoint.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Faculty Assistant** in the subject field of the email.