

Job Title:**Academic Affairs Administrative Assistant, College of Pharmacy****Job Description:**

Under the general direction of the Associate Dean for Academics, the Academic Affairs Coordinator (AACAAAC) will work to ensure the success and support of the Office of Academic Affairs, assists faculty in academic matters such as course and classroom scheduling, manages proctoring of exams, and preforms a variety of relational coordination functions. The AACAAAC performs a variety of relational coordination functions to supplement and enhance the academic experience, student retention, strategic planning, and office development.

The AAC is an office support generalist position that requires a high level of interface with campus constituencies including but not limited to Deans, Chairs, Directors, Advisors, Faculty, Coordinators, Committees, staff, and students. The AAC must be able to organize and plan work and be capable of handling multiple assignments; prioritizing them in a constantly changing work environment. This position requires multitasking abilities, exceptional interpersonal/cross-cultural communication skills, the ability to complete tasks with accuracy, meet deadlines and take the initiative and demonstrate the ability to effectively problem-solve.

Reports to:

Associate Dean for Academics, Academic Affairs

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Relieve Associate Dean for Academics and other Coordinators within the College of Pharmacy of administrative tasks to ensure smooth and efficient administrative operation within the Office of Academic Affairs;
- Support the Associate Dean for Academics with accreditation and compliance activities;
- Provide administrative support to committees within the College of Pharmacy as assigned;
- Assist with the scheduling and coordination of exam proctoring, including ADA accommodations;
- Assist with departmental/office outreach, including editing and creating documents;
- Collaborates with campus constituencies on student development, progression, and participation in new student orientation and commencement;
- Uses independent judgment to prioritize projects to ensure efficiency, department/office success and the student and faculty experience;
- Provide technical support to the department/office and faculty in regards to computers, printers, and other office equipment as needed;
- Prepare typed reports, memorandums, and meeting minutes with a high level of accuracy and efficiency;
- Act as a liaison between administrators, staff, and faculty within the Office of Academic Affairs and the University as assigned;
- Manage the calendar of the Associate Dean for Academics;
- Coordinate College of Pharmacy interviews by corresponding with candidates through email to schedule interviews, travel plans and hotel accommodations, create interview itinerary and coordinate candidate lunch, dinners, and presentations in accordance with university policy;
- Assist in managing databases; entering data; producing reports and charts;
- Coordinate signing and distribution of documents as requested;
- Arrange and coordinate room reservation, catering and other provisions for college meetings and events;
- Maintain files and records; fax and photocopy documents;
- Run local errands;
- Maintain confidentiality of records and information;
- Other duties as assigned.

**Qualifications/
Education:**

Education:

- Associates Degree required
- Bachelor's Degree preferred
- Higher education experience preferred.

Skills & Experience:

- Four 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 CHSU;
- Proficiency in Microsoft Office suite; Word, Excel, Outlook required;
- Demonstrated ability to learn new technological skills

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 **Academic Affairs Administrative Assistant** in the subject field of the email.