CALIFORNIA HEALTH SCIENCES UNIVERSITY

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| **Job Title:** | **Administrative Assistant II, College of Osteopathic Medicine** |
| **Job Description:** | The Administrative Assistant II will support the Department Chair, Faculty and Deans Office within the College of Osteopathic Medicine by providing administrative and clerical support with a focus on year three and year four of the curriculum.  The Administrative Assistant II will work closely with the Manager, Business Affairs & Administration and other administrative personnel to ensure the COM functions smoothly and efficiently. |
| **Reports to:** | Chair, Osteopathic Principles and Practices |
| **Classification:** | Staff, Full Time, Non-Exempt |

**Essential Duties:**

- Assist with general administrative tasks including attendance, tracking and compilation of grades
- Provide technological support and operation of A/V equipment and cameras to assist with presentations, classrooms, labs, etc.
- Manage complex calendars, schedules, and appointments;
- Coordinate meetings and presentations;
- Assist with accreditation document management/filing;
- Manage the records of a complex filing system by creating, updating, and retrieving files and records as needed;
- Collaborate with team members and various departments on projects;
- Prepare correspondence for distribution or approval and signature, checking the documents for completeness and accuracy;
- Identify operational opportunities, workflow and effective communication within the department for the Chair, adjuncts and faculty;
- Perform professional administrative support answering student/adjunct/faculty questions, assisting with internal/external correspondence, and advanced office tasks;
- Assist with Accounts Payable, preparation of expense reports, and budgetary data entry;
- Create and distribute agendas for meetings, accurately record minutes of meetings and gatherings as requested;
- Assist Administrative Assistants with maintaining office supplies and inventory;
- Provide information for reports and records by compiling and organizing data, assisting with research projects on various topics, and presenting the information in useable and understandable formats;
- Assist with administrative projects on behalf of the Office of the Dean;
- Serve on committees as assigned;
- Contribute to the overall success of the University and the COM by performing other essential duties and responsibilities as assigned.
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**Qualifications/ Education:**

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

*Skills & Experience*
- *Two (2) to three (3) years of related administrative experience, preferably in a fast-paced environment, with a senior executive, and/or in a higher-education context;*

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- *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 and Excel.*
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**Compensation:**

CHSU offers a competitive benefits and compensation package. Salary range for this position is $20.19 – $28.85 annually, however, 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 **Administrative Assistant II** in the subject field of the email.

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