

Job Title:**Administrative Assistant, Office of Student Affairs, College of Osteopathic Medicine****Job Description:**

The Administrative Assistant will support the College of Osteopathic Medicine Office of Student Affairs by providing general administrative and clerical support to both the Office of Admissions and Student Services. The Administrative Assistant will work closely with other support Staff and Faculty at the College.

Reports to:

Assistant Dean of Student Affairs, Enrollment and Accreditation

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Receives request for, plans, interfaces, and arranges student travel for selected off campus events.
- Provides general administrative and clerical work including answering phones and receiving and delivering mail and packages.
- Manage complex calendars, schedules, and appointments.
- Prepares documents as requested and completes basic office tasks.
- Create and submit expense reports, credit card consolidation, and travel request forms within the university policies.
- Manage Compliance Module Validation for all students.
- Accurately record minutes of meetings and gatherings as requested.
- Participates with other support staff with scheduling meetings, setting up conference room reservations, ordering and logistical preparation for meetings and presentations.
- Collects and distributes mail and other deliveries as necessary.
- Maintains office supplies and inventory.
- Works closely with Student Services Director/Staff and Admissions Director/ staff coordinating tasks and event planning.
- Prepare reports and documents as requested.
- Research various topics as requested.
- Serve on committees as assigned.
- Other duties as assigned.

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

- Associate's degree or equivalent education preferred.

Skills & Experience

- Two or more years related administrative experience, preferably in a fast-paced environment
- 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 building
- 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

Compensation: | \$23.00 - \$26.00 per hour

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, Office of Student Affairs** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.