**College of Pharmacy Administrative Assistant**

**Academic Coordinator**

Primary customer service contact for the University’s front reception desk for the annex building, delivers an array of receptionist duties such as greeting visitors and answering the telephone; performs a variety of clerical and administrative tasks for faculty and the Office of the Dean.

**Non-Exempt, Full Time**

The College of Pharmacy Administrative Assistant provides administrative support to the faculty, and is responsible for a variety of activities, which may include any of the following:

- Serve as the first point of contact for the department; greet visitors and callers; triage incoming calls and inquiries
- Manage calendars of faculty and provide general administrative support to all faculty
- Manage coffee services and supplies for students
- Manage databases; enter data; produce reports and charts
- CAMS / Brightspace record keeping; enter data and grades
- Manage inventory of office supplies in building
- Arrange and coordinate room reservation, catering and other provisions for college and university activities
- Support facilities with building opening/closing, and monitors facility cleanliness and conditions
- Assist with office mailings; sort and distribute mail
- Assist with inventory of iFAT cards for faculty and manage TBL classroom materials
- Take inventory and order supplies as needed for practice lab
- Additional responsibilities may be assigned by supervisor

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Academics Coordinator.
Qualifications:

**Education**
Associate’s Degree or equivalent education or certification

**Skills & Experience**
- At least 2 years of office administrative experience; experience in higher education preferred.
- Must be proficient in the use of Microsoft Office (Word, PowerPoint, Excel)
- Proficient interpersonal communication and customer service skills including the ability to maintain good relations with University faculty, fellow staff members and students
- Ability to handle multiple tasks at once and ensure timely follow-up
- Ability to use discretion concerning student information; general knowledge of FERPA guidelines preferred
- Able to work independently with minimal supervision
- Ability to anticipate needs and work proactively to maintain the daily activity of the College of Pharmacy
- Ability to exercise good judgment and act professionally, sensitively, and with high level of discretion
- 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.