

Job Title:

Student Affairs Administrative Assistant, College of Pharmacy

Job Description:

Primary customer service contact for the University's front reception desk, delivers an array of receptionist duties such as greeting visitors and answering the telephone; performs a variety of clerical and administrative tasks for admissions and student affairs; supports and participates in special student affairs and admissions functions

Reports to:

Student Affairs Program Manager

Classification:

Full-Time, Non-Exempt

Essential Duties:

- Provides frontline support to Registered Student Organizations with BrightSpace LMS, conference attendance, bank accounts, printing services, and additional support as needed
- Scheduling, planning, and implementation of Student Affairs events and programs such as Orientation, White Coat Ceremony, Professional Development Day, Career Fair, and Community Engagement Day
- Manages Student Activities Calendar; including room reservations and promotes relational coordination amongst classrooms and CHSU programs
- Represents Office of Student Affairs on college and university level committees
- Planning, scheduling, and coordinating meetings, taking meeting notes, setting agendas, and other clerical duties
- Monitors Student Affairs inbox to appropriately route emails and/or answer questions
- Provides database input (Access, Excel and SIS), ongoing use of data systems, involving regular data input and generating reports
- Maintain relationships with vendors, and assist with catering orders
- Serve as an administrative liaison with students, faculty, staff, parents, vendors and/or other key department constituency: explain policies/procedures; answer various questions; coordinate services; handle special requests or problems.
- Monitor visitor access, sign-in logs, departures, and guest badges

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

**Qualifications/
Education:**

Education

- B.A. preferred; preferably in business-related field

Skills & Experience

- Two or more years of related work experience and/or relevant training
- Strong organizational skills and detail orientation; ability to multi-task and work deadlines
- Ability to 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
- Ability to anticipate needs and work proactively to manage the daily flow of Student Services
- Excellent communication and customer service skills, including the ability to maintain good relations with the university community
- Proficiency in Microsoft Office suite, Access preferred; Word, Excel, Outlook required
- Demonstrated ability to learn new technological skills

Compensation:

Position offers competitive wage based on experience plus benefits.

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.edu and type **STUDENT AFFAIRS ADMINISTRATIVE ASSISTANT** in the subject field of the email.