

Job Title:**Deans Support Assistant, College of Osteopathic Medicine****Job Description:**

The Deans Support Assistant supports the Associate and Assistant Deans within the College of Osteopathic Medicine by providing general administrative and clerical support. The Administrative Associate works closely with the Deans, faculty, and other administrative personnel.

Reports to:

Assistant and Associate Deans

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Provide general administrative and clerical work including answering phones, assisting with mailings, and intermediate to advanced office tasks.
- Manage complex calendars, schedules, and appointments.
- Coordinate meetings and presentations.
- Assist with accreditation document management/filing.
- Create and submit expense reports and travel request forms within the university policies.
- Assist with Accounts Payable and various Accounting Department support
- Create and distribute agendas for meetings.
- Accurately record minutes of meetings and gatherings as requested.
- Collect and distribute mail from main campus.
- Assist the Receptionist/Faculty Assistants and simulation staff with maintaining office supplies and inventory.
- Manage renewals of licensure and organization memberships for the Associate and Assistant Deans.
- Prepare reports and documents as requested.
- Research various topics as requested.
- Serve on committees as assigned.
- Other duties as assigned.

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

- Associate degree or equivalent education required.
- Bachelor's degree or higher preferred
- Prior expertise and experience will be taken into consideration in lieu of advanced degrees

Skills & Experience:

- Three (3) or more years related administrative experience, preferably in a fast-paced environment, with senior executive, and/or in a higher-education context.
- 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

Compensation:

CHSU offers a competitive benefits and compensation package. Hourly range for this position is \$20.19 - \$28.85, 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 **Deans Support Assistant** 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.