

Job Title:**Executive Assistant to the Dean, College of Pharmacy****Job Description:**

The Executive Assistant to the Dean for the College of Pharmacy (COP) relieves the Dean of operational and administrative details and performs administrative functions that require a thorough knowledge of COP policies, procedures, and operations and an understanding of the COP's role within the University and community. The Executive Assistant to the Dean exercises initiative and independent judgment in managing the Dean's schedule and the office's daily activities.

Reports to:**Dean, College of Pharmacy****Classification:****Full-Time, Exempt****Essential Duties:**

- Responsible for managing day-to-day administrative functions of COP. Relieves the Dean of routine matters but keeps him/her informed of specific matters that require his/her attention.
- Maintains a trusted and confidential relationship with the Dean in providing administrative services pertaining to the Dean's conversations, contacts and documents. Ensures all correspondences are kept secure and conversations are kept private to ensure that the integrity of confidential information is kept intact.
- Receives visitors, responds to questions and refers individuals to appropriate information resources; answers telephone calls and takes messages that do not require professional research or detailed technical knowledge; receives and reviews mail to determine the distribution of mail to the appropriate individual.
- Takes and transcribes dictation or type from rough drafts, correspondence, memoranda, reports, grant proposals, manuscripts, planning documents, meeting minutes and other materials for the Dean or his designee. Reviews all outgoing correspondence prepared in behalf of the Dean for signature, clarity of format, typographical accuracy, and conformance with procedural instructions. Supports the accreditation process by proofreading, editing, and distributing reports.
- Establish and maintain subject-matter files in alphabetical and/or chronological order, exercise initiative in establishing or revising files to meet current needs and demands.
- Operate and maintain a variety of standard office machines and equipment, such as a computer, scanner, photocopier, facsimile machine, and printer; responsible for duplicating and distributing a variety of materials
- Facilitates the efficient utilization of the Dean's time through development and coordination of a complex calendar of appointments, meetings, and University, COP, and community functions with individuals and groups. Briefs the Dean on the matters to be considered before scheduling meetings. Anticipates and assembles any document or information that the Dean may require for the meeting and schedule meetings at the Dean's request and make arrangements for room and time, and type, duplicate and distribute agenda and meeting minutes for meeting participants
- Make necessary travel arrangements; prepare travel requests, travel completion reports, and other accompanying forms for the Dean or his administrative team. Explain travel policies and procedures.
- Keeps an accurate account of the School's budget allocations, using a computer spreadsheet program to list all expenditures, identifying them as supplies, equipment, travel expenses, etc. Update budget records as necessary to reflect corrected purchase order figures.
- Work closely with the Dean and/or appropriate chairperson and Office of Human Resources in personnel matters regarding staff, faculty, and lecturers.
- Forward letters, packages, magazines, etc., to faculty who are on leave, or have left the University.

- Assist the Dean and Department Chairpersons in recruitment of new faculty in routine matters involving the mailing of information to various colleges and universities, informing them of position openings at the College of Pharmacy.
- Receive merchandise, materials, forms, mail or other items which are being delivered, or being returned for replacement or other purposes.
- Interacts extensively with the University community, students and prospective students, and external stakeholders, ensuring a welcoming and responsive environment.
- Maximizes operational efficiencies, workflow, and effective communication with COP leadership, staff, students, faculty, and the University and external community.
- Under general supervision carries out routine and semi-routine work within parameters for the College.
- Performs professional work that requires knowledge of general administrative and office management practices, as well as specific knowledge of University policies and procedures.
- Promotes a positive image of the University by greeting and receiving visitors to the Dean's office, responding to inquiries from diverse University publics (e.g., students, parents, faculty, staff, alumni, and public and private officials), providing authoritative information regarding University policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, and following up to determine the inquirer's satisfaction with the response.
- Serves as a liaison between the Dean and other University administrators, faculty, staff, students, and the various publics served by the University by communicating and/or interpreting policy, decisions, and documents issued by University, gathering information and providing information to the Dean, and representing the Dean's Office on select committees.
- Safeguards the confidentiality of University administration by exercising discretion in communicating information to faculty, students, staff and the various publics served by the University and in handling administrative records, file, and similar confidential items.
- Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications.
- Provides information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats.
- Prepares correspondence for distribution or approval and signature, checking the documents for completeness and accuracy.
- In coordination with the Dean, assists with the management of the department budget and keeps vigilant record of expenditures in accordance with the business office policies and procedures.
- Performs records management of a complex filing system by overseeing the filing system, creating files and records as necessary using judgment and knowledge of office requirements, updating files and records, determining retention and purging schedules, and retrieving files and documents as needed.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Must be able to maintain professional demeanor and multitask in a fast-paced, student-focused, team environment and complete work with an understanding of the mission, vision, role, and goals of the University and COP, and the role the tasks and responsibilities of this position play in the achievement of these goals.
- Contributes to the overall success of the University and COP by performing other essential duties and responsibilities as assigned.

**Qualifications/
Education:**

Education and Knowledge

- Requires a bachelor's degree in a related field or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of coordination, organization, facilitation, report analysis, writing, and promotion/outreach.
- Knowledgeable in office practices and procedures; office management; Federal, State, College and School, laws, rules, regulations and requirements as they relate to smooth operation and implementation of curricular and other issues; grammar, punctuation, spelling and word usage

Skills & Experience

- Three years of progressively responsible administrative and project management experience.
- Five to seven years preferred, along with experience in higher education or an executive-level office in support of academic, business, and/or development operations preferred.
- Exceptional interpersonal skills and communication skills, oral and written, as well as a good understanding of internal relationships and workflows
- Ability to consistently handle and prioritize multiple tasks while accurately attending to detail
- The ability to problem solve while being innovative and having the judgment to know what ideas appropriately apply
- A precise command of grammar, punctuation, spelling, and the correct usage of the English language
- Expert proficiency with standard office equipment and software (i.e. Excel, Word, PowerPoint, Outlook, Adobe)
- Must be highly organized and able to work independently and proactively with limited supervision
- Requires the ability to research, gather and analyze data, compile and synthesize information and draft suggested correspondence, presentations, and reports
- Excellent time management skills and the ability to work well under pressure while handling multiple, shifting, high, and competing priorities
- Ability to anticipate the needs of assigned principals and use discretion and sound judgment in independent decision-making
- Ability to work with stakeholders at all levels of the university – both internal and external
- Ability to maintain confidentiality and professionalism

Compensation:

CHSU offers a competitive benefit and compensation package; salary is commensurate with experience.

To learn more about our team, click [here](#).

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 **Executive Assistant to Dean, College of Pharmacy** in the subject field of the email.