

**Job Title:**

**Experiential Education Administrative Assistant**

**Job Description:**

The Experiential Education Administrative Assistant provides administrative support to the Office of Experiential Education (OEE) by facilitating communication between preceptors, students, and experiential staff, processing, tracking and storing documents, maintaining records, and other activities that ensure orderly and efficient experiential programs.

**Reports to:**

**Director of Experiential Education**

**Classification:**

**Full-time, Non-Exempt**

**Essential Duties:**

- Scheduling site visits and teleconferences as needed
- Responsible for creating and sending preceptor packets
- Collect and process preceptor credentials for CHSU files
- Arranging experiential committee meetings
- Prepare agenda and take meeting minutes, and maintain records of meetings
- Coordinate weekly OEE meetings
- Order food and complete setup/clean-up for meetings
- Validate current licensure of all training sites and all preceptors
- Track OIG/intern license status monthly for students
- Assist in student training sessions prior to IPPE/APPE rotations
- Help maintain the Office of Experiential Education portal in Orgsync
- Assist in organizing and planning preceptor CE programs
- Assist in organizing and planning preceptor dinners or appreciation events
- Serve as the receptionist for the Office of Experiential Education to screen and triage phone calls, e-mails, and visitors
- Safeguard the confidentiality of the University administrative 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
- Contribute to the overall success of the University by performing duties and responsibilities as assigned

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Director of Experiential Education, and appropriate designee.

**Qualifications/  
Education:**

- Associates Degree preferred or combination of related skills and experience required.
- Communication Skills:
  - ◊ Email, phone, and face-to-face communications related to experiential/rotation programs to outside preceptors and pharmacy managers, college of pharmacy staff/faculty and students in a manner appropriate to the situation, i.e. conflict resolution, creating new relationships, information sharing, etc.
- Organizational Skills:
  - ◊ Work independently and be self-motivated. Multitask and prioritize completion of tasks in an efficient manner, Customer Relationship Management (CRM), database management/mining, modify priorities over time as school and department needs evolve.
- Computer/Software Skills:
  - ◊ Expertise in the use of Microsoft Office Suite

**Salary:**

CHSU offers competitive wage and benefits packages and is an EEO employer

### 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](mailto:careers@chsu.edu) and type **EXPERIENTIAL EDUCATION ADMINISTRATIVE ASSISTANT** in the subject field of the email.