

Job Title:Faculty Assistant I, **College of Osteopathic Medicine****Job Description:**

The Faculty Assistant I will primarily support the department chair, department faculty members, and Deans' Office within the College of Osteopathic Medicine by providing administrative and clerical assistance. The Faculty Assistant I may also collaborate with other College of Osteopathic Medicine (COM) employees to help maintain smooth and efficient operations. This role involves engaging with personnel throughout the COM, including the Simulation Center.

Reports to:

Chair, Specialty Medicine

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

The essential functions (i.e., the fundamental job duties of the position) are as follows:

- Provide administrative and operational support, including preparing correspondence, reports, presentations, spreadsheets, forms, mailings, filing, answering phones, and conducting research as requested;
- Manage complex calendars, schedules, and appointments;
- Coordinate meetings and presentations, including scheduling, room reservations, preparation and distribution of agendas and materials, recording and maintaining minutes, and tracking follow-up items as requested;
- Record minutes of meetings and gatherings and store as requested;
- Assist with accreditation document management/filing and maintenance of supporting documentation;
- Create and submit expense reports and travel request forms in accordance with university policies;
- Coordinate administrative and logistical support for departmental academic activities, including faculty teaching schedules, student activities, courses, laboratories, and other educational activities;
- Assist with coordination and communication involving full-time, part-time, and adjunct faculty, including schedules, availability, required documentation, and departmental activities;
- Coordinate student scheduling and pre- and post-student activities;
- Assist with administrative aspects of student assessments, including assessment preparation, grading processes, documentation, and maintenance of records as assigned;
- Maintain tracking systems for departmental deadlines, faculty assignments, projects, meetings, student activities, and recurring responsibilities; proactively communicate upcoming deadlines and follow up on outstanding items;
- Organize tasks, determine the importance of each, set appropriate deadlines, prioritize competing responsibilities, and ensure timely completion and follow-up;
- Manage licensure, certification, membership, and other renewal processes for department chair and faculty;
- Prepare reports, spreadsheets, correspondence, presentations, forms, and other departmental documents as requested;
- Maintain confidentiality and appropriately handle sensitive student, faculty, personnel, assessment, and departmental information;
- Utilize university systems and standard office technology to support departmental operations and records management;
- Serve on committees and participate in departmental, college, and university initiatives as assigned.
- Coordinate hiring interviews, as needed
- Maintain office supplies and inventory.

Qualifications/ Education:

- Maintain a professional, service-oriented approach while working effectively in a fast-paced, student-focused environment consistent with the mission and goals of the University and the College of Osteopathic Medicine.
- Contribute to the overall success of the University and the College of Osteopathic Medicine by performing other duties and responsibilities as assigned.

In the execution of job duties, the employee must abide by all CHSU and COM policies and procedures. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by their supervisor.

Education:

- Associates degree or equivalent education, required (or equivalent combination of education and experience).
- Bachelor's degree from an accredited institution preferred.

Skills & Experience:

- Minimum of one (1) to three (3) years of related administrative experience supporting leadership in a professional services, healthcare, or higher education environment.
- Demonstrated ability to maintain confidentiality and exercise sound judgment, tact, diplomacy, and discretion in sensitive situations, while building and sustaining effective working relationships with faculty, staff, students, administrators, and community partners.
- Exceptional organizational and project management skills, with the ability to manage multiple priorities, maintain attention to detail, meet deadlines, and ensure timely follow-up on assignments and projects.
- Strong research and analytical skills, with the ability to gather, compile, organize, evaluate, and summarize information effectively.
- Excellent written, verbal, and interpersonal communication skills, including professional email, telephone, customer service, and stakeholder engagement abilities.
- Demonstrated ability to work collaboratively across departments and teams while fostering positive and productive working relationships.
- Self-motivated and proactive, with the ability to work independently, anticipate needs, and adapt effectively in a fast-paced environment with minimal supervision.
- Ability to perform detailed work efficiently and accurately while maintaining a high degree of professionalism and accountability.
- High proficiency in technology and business applications, including Apple and PC platforms and Microsoft Office 365, with advanced skills in Outlook, Excel, Word, and PowerPoint.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$37,003.20 - \$50,003.20 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 **Faculty Assistant I** in the subject field of the email.