

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

The Faculty Assistant will support Assistant and Associate Deans, Department Chairs, and Faculty Members within the College of Osteopathic Medicine by providing general administrative and clerical support. The Administrative Assistant will work closely with the Senior Administrative Assistant and other Administrative personnel.

Reports to:**Senior Administrative Assistant****Classification:****Full-time, Non-Exempt****Essential Duties:**

- Provide general administrative and clerical work including answering phones, assisting with mailings, and basic 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;
- 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 with maintaining office supplies and inventory;
- Manage renewals of licensure and organization memberships for the Assistant and Associate Deans;
- Prepare reports and documents as requested;
- Research various topics as requested;
- Serve on committees as assigned;
- Other duties 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 CHSU.

**Qualifications/
Education:**

- Associates or equivalent education required;
- Two or more years related administrative experience, preferably in a fast-paced environment, with a 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;
- Excellent communication and customer service skills, including the ability to maintain good relations with the university community;
- High proficiency with technology, including Apple and PC hardware and Microsoft Office software;
- Proficiency with Google Apps, Microsoft Office suite, in particular Microsoft Outlook and Excel.

Salary:

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

Application Instructions

Interested candidates are to submit a detailed resume electronically to careers@chsu.edu and type **FACULTY ASSISTANT** in the subject field of the email.