

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

The Faculty Assistant I will support the Department Chair, Faculty Members, other staff, and Deans Office within the College of Osteopathic Medicine by providing administrative and clerical support. The Administrative Assistant I will work closely with the Department Chair and other administrative personnel to ensure the COM functions smoothly and efficiently.

Reports to:

Chair, Primary Care Medicine

Classification:

Staff, 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;
- Accurately create and distribute agendas for meetings;
- Record minutes of meetings and gatherings and store as requested;
- Coordinate student scheduling and pre and post student activities;
- Assist with student grading and exam preparation;
- Maintain office supplies and inventory;
- Manage renewals of licensure and organization memberships for the Chair and Faculty;
- Prepare reports and documents as requested;
- Research various topics as requested;
- Serve on committees as assigned;
- Organize tasks, determine the importance of each, set appropriate deadlines and complete all projects accordingly;
- Operate and maintain a variety of standard office machines and equipment, such as a computer, scanner photocopier/printer; responsible for duplicating and distributing a variety of materials;
- Must be able to maintain a 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 the COM;
- Contributes to the overall success of the University and the COM by performing other essential duties and responsibilities as assigned.

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

- Associates or equivalent education required;
- Bachelor's preferred.

Skills & Experience:

- One (1) to three (3) years of 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.

Compensation:

CHSU offers a competitive benefits and compensation package. Hourly range for this position is \$17.79 - \$24.04 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.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.