

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, Biomedical Education

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Provide general administrative and clerical support, including answering phones, managing emails, handling mailings, and maintaining office supplies and equipment
- Manage complex calendars, appointments, and meeting logistics for the Department Chair and faculty
- Support course directors with uploading exam items, posting course materials, managing LMS content, and coordinating session schedules
- Assist with student-related tasks, including exam preparation, grading logistics, scheduling, accommodations, and remediation tracking
- Create and distribute meeting agendas; record, finalize, and archive meeting minutes
- Coordinate departmental meetings, faculty workshops, student activities, and academic events
- Prepare and submit expense reports, travel requests, and reimbursements within university policies
- Maintain records and organize documents for accreditation, assessment, and compliance reporting
- Facilitate faculty hiring by supporting search committees, scheduling interviews, compiling materials, coordinating visits, and assisting with onboarding
- Track faculty licensure renewals, memberships, and professional development documentation
- Conduct basic research, prepare reports, and assist with special projects as assigned
- Serve on institutional and departmental committees as needed
- 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
- Contribute 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, supporting senior leadership and/or within a higher education setting
- Superior organizational skills and keen attention to detail; ability to manage multiple projects, meet deadlines, and ensure timely follow-up

Compensation:

- Self-motivated and able to work independently with minimal supervision while balancing team collaboration
- Strong research, analytical, and problem-solving abilities
- Proven ability to maintain confidentiality, exercise sound judgment, and demonstrate professionalism and discretion in sensitive situations
- Proactive approach with the ability to anticipate needs and manage daily office flow efficiently
- Excellent communication and interpersonal skills; demonstrated ability to provide high-level customer service and maintain positive relationships across departments and with external stakeholders
- High proficiency with office technology, including both Apple and PC platforms
- Proficiency in Microsoft Office Suite (especially Outlook, Word, Excel, and PowerPoint) and Google Workspace (Docs, Sheets, Calendar, Drive)

California Health Sciences University (CHSU) offers a competitive compensation and benefits package, including medical, dental, vision, retirement, and paid time off. The hourly range for this position is \$17.79 – \$24.04, though final compensation will be commensurate with experience and qualifications.

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 Error! Reference source not found. in the subject field of the email.