

Job Title:**Office Manager, College of Osteopathic Medicine****Job Description:**

The Office Manager is responsible for a wide range of tasks that are critical for supporting the high volume of administrative, financial, and operational support for the fast paced office of an Executive Leadership position.

Reporting to the Dean, with a solid understanding of the operations, business practices, strategies and goals of the institution, this position plans, directs and manages the administrative functions for the Dean and senior staff and ensures that their activities are executed and supported optimally.

The successful candidate will possess the ability to work in a fast paced environment and be flexible and adaptable with the rapid changes to the Dean's schedule; react with appropriate urgency, independent judgment and professionalism in situations that require quick response; and creatively problem solve in a variety of situations involving Faculty, staff, students and external community partners.

The successful candidate will also demonstrate a high level of attention to detail while meeting tight deadlines; and have exceptional organizational skills. The position requires a high level of: independent judgment, diplomacy, warmth and tact, initiative, professionalism and integrity and discretion in handling confidential information with rapid turn-around time. This position will also provide administrative support to other COM initiatives.

Reports to:**Dean, College of Osteopathic Medicine****Classification:****Full-time, Exempt****Essential Functions:**

- Prepares and manages a high volume of confidential correspondence, reports and documents;
- Advances and monitors progress on the Dean's office initiatives. Identifies, assigns, prioritizes and tracks specific assignments and projects;
- Facilitates and manages communications and collaboration among the senior staff and leadership of the university;
- Initiates and coordinates major planning projects and strategy arising in the COM;
- Handles the disposition and/or resolution of complex, sensitive issues and confidential situations;
- Manages complex schedule and calendar for the Office of the Dean;
- Maintain faculty CVs and department wide record of scholarly activity;
- Assist Department Chairs and Associate Deans with managing their budgets;
- Manage on-boarding, training and supervision of the seven administrative assistants for the College of Osteopathic Medicine;

- Assist in new business development product lines such as:
 - ◊ MCAT prep course
 - ◊ Simulation center outsourcing
 - ◊ Community relations initiatives
 - ◊ New residency program development
 - ◊ Service learning projects
- 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:**

- Bachelor's Degree in Business
- Master's Degree preferred
- Prior experience as a COM Administrator;
- Effective and efficient communication of information in a manner suitable for the intended audience with emphasis on written and verbal communication skills, including professional email and telephone skills;
- Excellent interpersonal and customer service skills with emphasis on working with variety of people and personalities;
- Familiarity with higher education process and medical terminology desirable;
- Knowledge of form and report development;
- Experience working with sensitive information and maintaining confidentiality;
- Advanced PC knowledge and skills; proficiency with Microsoft applications including Teams, Access, Excel, and PowerPoint;
- Demonstrated multi-tasking skills required;
- Attention to detail and able to prioritize duties;
- Public speaking skills desired;
- Ability to work independently and within a team environment;
- Commitment to diversity and inclusivity.

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 **OFFICE MANAGER** in the subject field of the email.