

Job Title:**Job Description:****Skills Lab Facilitator**

The Skills Lab Facilitator (SLF) will collaborate with staff and faculty in providing general administrative, operational, and technologic support within and communication between the Osteopathic and Clinical Skills Lab sessions. The SLF will interact with the respective student organizations, faculty, and teaching assistants in all four years of the curriculum.

Reports to:

Manager, Business Operations

Classification:

Full-Time, Staff, Non-Exempt

Essential Duties:**Essential Duties:**

- Primarily provide technological and communication support with operation of the cameras, recording, and technology equipment within the Osteopathic Clinical Skills Lab
- Assist the Faculty Assistants with maintaining office and lab supplies
- Assist with general administrative and tasks
- Assist with the coordination of faculty meetings and presentations
- Assist with accreditation document management/filing, as needed
- Create and submit expense reports and travel request forms within the university policies
- Organize and manage the student teaching assistants
- Create and distribute agendas for meetings and record minutes of meetings
- Prepare reports and documents as requested
- Serve on committees as assigned
- Other duties as assigned

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

- Associates or equivalent education required
- Bachelor's preferred

Skills & Experience:

- Two or more years related administrative or technologic experience, preferably in a fast-paced environment,
- High proficiency with technology, including Apple and PC hardware and Microsoft Office and cloud-based software
- Proficiency with Google Apps, Microsoft Office suite, in particular Microsoft Outlook and Excel
- 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.
- 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

Compensation:

CHSU offers a competitive benefits and compensation package. 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 **Skills Lab Facilitator** in the subject field of the email.