Position Title: Administrative Assistant  
Supervisor: Director, Pre-Professional Advising  
Classification: Staff Associate (non-exempt), part-time, 1248 hours/year

Reporting to the Director, Pre-Professional Advising, the Administrative Assistant provides office support and coordinates internships for Pre-Health and Public Health students. This position has extensive face-to-face and telephone contact with students, faculty, staff and visitors; a strong focus on customer service is required.

Characteristic Duties & Responsibilities:
A. Serves as primary contact to inside and outside callers and visitors to the Pre-Professional Advising Office, maintaining professionalism in the office with all visitors, students, faculty and staff; answers telephone inquiries and relays accurate information to visitors, students, faculty and staff.
B. Schedules appointments for the Director. Receives and opens mail for Director.
C. Manages Health Professions database, including creating an ACCESS database for each class year, creating and maintaining EXCEL spreadsheets to calculate science GPAs, and organizing matriculant data on an annual basis.
D. Generates various reports, including those organized from the ACCESS database; publishes and distributes matriculant data. Maintains student files.
E. Coordinates logistics for the “Day with a Doctor” Program.
F. Coordinates internships for Pre-Health and Public Health students.
G. Meets with Internship Supervisors to evaluate and coordinate internships.
H. Processes Health Professions Evaluation packets.
I. Coordinates informational packets for Class meetings and workshops.
J. May attend meetings and provide update reports from the Pre-Professional Advising office in the absence of the Director.
K. Schedules room reservations, orders food and organizes media for events.
L. Creates appropriate forms for office use.
M. Updates the Pre-Professional Advising Website and College Campus Calendar of Events.
N. Supervises Work-Study Student.
O. Makes copies, scans documents, sends faxes, files and shreds documents; manages and orders office supplies. Organizes mailings.
P. Deposits monies collected.
Q. Serves as liaison between department and other offices such as OIT, Plant Operations, Human Resources and Campus Safety.
R. Coordinates support with staff from other departments in Academic Life Suite.
S. Provides administrative and clerical assistance for other projects as assigned.

Qualifications:
1. A high school diploma and clerical experience required; college degree helpful.
2. Intermediate to advanced computer skills required, including Microsoft Office Suite: WORD, EXCEL, ACCESS and PUBLISHER. Knowledge of Capstone helpful.
3. Experience with website development and maintenance helpful.
4. Excellent oral and written communication skills required.
5. Ability to prepare clear and useful documents required.
6. Willingness and ability to develop additional skills to adapt to changing technology required.
7. Strong customer service orientation required.

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