



JOB DESCRIPTION

TITLE: Allied Health Division and DHC Administrative Assistant
STATUS: Full-time , Non-Exempt
BENEFITS: Full Benefit Eligibility
REPORTS TO: Dean: Allied Health Division
Program Directors
Dental Health Center Director

blackout dates apply at beginning and end of semester

Position Summary:

Provide administrative functions for our highly regarded Allied Health Programs and Dental Health Center including daily activities, ensuring that all work is done accurately and in a timely fashion. This position requires a quick learner who has strong attention to detail.

General qualifications:

- Proficient in all Microsoft Office and Google Office Suite Applications
- Minimum 3 years of experience as a secretary/administrative assistant
- Must be highly organized, and able to multitask in a fast-paced environment
- Must have a professional phone manner and good interpersonal skills
- Must be able to maintain confidentiality
- Associates Degree

Division wide Responsibilities:

- Willingness to subscribe to, uphold, and champion the college's Basilian institutional mission.
- Provide Support as directed by the division dean, and as needed by program directors of the division.

- *Professionalism/Conduct:*
 - Maintains a high level of professionalism and confidentiality during interactions with students, fellow faculty members, and other professional colleagues.
 - Serves as liaison between office and students, office and adjuncts, and adjuncts and students as needed.
 - Works closely, positively, and collaboratively with other College administrative offices
 - Helps resolve daily and unexpected problems.

- *Secretarial type duties/meeting minutes/planning:*
 - Attend and record minutes at division and program meetings as necessary. Post minutes in the appropriate canvas shell upon approval.
 - Attend and record minutes at annual Advisory Committee meetings and contributes as requested.
 - Attends faculty and other college-wide meetings as appropriate.
 - Place orders as necessary, ie- refreshments, gifts, donations, etc.
 - Completes copying, faxing, and scanning as needed.

- *Maintain office spaces/workflow:*
 - Maintain and order office supplies as necessary.
 - Maintain and purge working files and storage spaces for all programs.
 - Maintain office workflow and function.
 - Maintain and order office supplies as necessary.
 - Checks all necessary mailboxes, including the program and main mailroom. Ships items as requested.
 - Proctors exams as needed.

- *Communication:*
 - Maintains strong communication with Program Directors to identify and support current initiatives and concerns.
 - Organizes and makes accessible policies communicated by other Manor departments via email, Canvas, etc.
 - Communicates with potential employers and directs them to career services for career opportunities.
 - Answer and screen incoming telephone calls; forward messages and e-mails as appropriate.

- *Documentation/student and survey tracking:*
 - Maintains student files.
 - Computerize, build, maintain, update and distribute mailing lists (i.e.), faculty, current students, and graduates.
 - Receive and file instructional material as necessary (course syllabi are mandatory).
 - Track and file programmatic medical documentation; correspondence with Health Services as necessary.

- Create, administer, collate, and archive all necessary programmatic surveys (i.e., graduate surveys, course surveys, etc).
 - Creates, maintains, and archives a wide variety of student reports for tracking and reporting purposes.
 - Assists with data for annual accreditation reporting and with preparation and response for accreditation visits as needed.
 - Enters advisors in the college's SIS as assigned by Program Director.
 - Maintains supply of internal operational forms/packets such as new student welcome packets, new student registration packets, etc.
 - Helps prepare documents for convocation and graduation.
 - Update, proofread, and maintain all programmatic handbooks.
 - Performs various “start of semester” duties: collect syllabi, post office hours & course schedules, new student files, lists & rosters, advisor assignments, assess WD student statuses, new faculty paperwork, and more
 - Utilizes SIS for required data input, inquiries, and reports
 - Follows document retention guidelines and suggests policy/process improvements as needed
 - Helps maintain all Program website information and canvas shells as necessary.
- *Budget/P-Card:*
 - Completes P-card reconciliations and creates monthly statements for submission to the finance office as necessary.
 - *Orientation/New Student/Student Related:*
 - Assists with new student orientations.
 - Assist with onboarding new students.
 - Be knowledgeable about all programmatic policies/procedures and relay information to all prospective parties.
 - Coordinates office/administrative tasks for work-study students as needed

Dental Health Center Additional Responsibilities:

- Support dental health center front desk staff as needed with patients
- Assist at DHC front desk providing quality service to patients when needed.

Veterinary Technology Program Additional Responsibilities:

- Prints grade cards at semester end, highlights failing grades, and assists advisors in generating and mailing “warning” and “dismissal from Vet Tech” letters.
- Scans and archives USDA compliance documents (USDA inspections, annual reports, IACUC protocols and meeting minutes, etc.) and shares as appropriate.