



Senior Administrative Assistant and Online Support Specialist Health Sciences

HS/18

JOB SUMMARY

This position is responsible for providing administrative support to the Dean and for providing specialized support for the division's online curriculum.

MAJOR DUTIES

- Coordinates classroom assignments and schedules; ensures that appropriate multimedia technology is available.
- Collects student fees.
- Assists in coordinating advisor assignments.
- Processes book orders.
- Attends division meetings to record minutes.
- Processes catalog changes.
- Answers telephone and greets visitors; provides information and assistance.
- Provides assistance to division faculty.
- Maintains and updates adjunct faculty records.
- Responds to inquiries related to online courses; provides assistance to students enrolled in online courses.
- Processes annual accreditation reports.
- Coordinates the renewal of memoranda of understanding with clinical sites.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of college and departmental policies and procedures.
- Knowledge of business English, spelling, punctuation and arithmetic.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the management of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean, Health Sciences assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include college and division policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the

position.

- The purpose of this position is to provide administrative support for division operations. Successful performance helps ensure the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, representatives from clinical sites, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Administrative Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.