



## Job Description

Job Title:	Administrative Assistant	Prepared by:	Founding Dean and Associate Dean for Academic Affairs
Unit:	College of Medicine, Summerlin	Approved By:	Chancellor, Summerlin Campus and HR Director
Reports To:	Associate Dean for Academic Affairs	Date:	November 1, 2014
FLSA Status:	Non-Exempt		

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### Summary

The Administrative Assistant is responsible for providing clerical, administrative, and project support to the efforts of the Academic Affairs unit overseen by the Associate Dean for Academic Affairs in the College of Medicine. He/she maintains a current knowledge of appropriate college and academic policies, processes and procedures in an effort to assure efficiency and integrity of the office of the Associate Dean. Serves as primary point of operational and administrative contact for internal and external constituencies related to academic affairs, often on complex and confidential issues. Oversees and/or participates in the coordination, control, and completion of special projects and events. May serve on a variety of committees in a support capacity.

### Responsibilities

1. Understands and adheres to the Values, Mission and Vision of the College of Medicine and Roseman University of Health Sciences.
2. Provides administrative support for the Associate Dean for Academic Affairs and related Assistant Deans and Directors, as directed by the Associate Dean.
3. Provides support for associated activities, to include managing the schedule/calendar, making travel arrangements, processing expense reimbursements and minor purchases, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
4. Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of issues.
5. Utilizes knowledge and understanding of underlying operational issues to assist in administrative problem solving.
6. Organizes and facilitates meetings, conferences, and special events as requested; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes, and provides administrative support and follow-up on matters arising from meetings.
7. Is actively involved in the accreditation process and other related activities for the College of Medicine.
8. In collaboration with the Dean's office supports meetings that occur on the Summerlin Campus.
9. Establishes and maintains organized and efficient files and records for the office of Academic Affairs; gathers, enters, and/or updates data to maintain records, files and databases, as appropriate. Responsible for the administration, security, confidentiality, and retention of office files.
10. Creates, composes, and edits technical and/or administrative correspondence and documentation; prepares a variety of technical, statistical, financial and narrative reports, letters, memos, and other written correspondence and materials.
11. Screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.

12. Assists in the coordination, control, and completion of special projects as requested.
13. Assists with preparation of presentations delivered by the Associate Dean and related Assistant Deans and Directors.
14. Attends various administrative and operational meetings with the Associate Dean as requested.
15. Serves as an integral component in staff, faculty and student activities as directed by the Associate Dean.
16. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
17. Performs other job-related duties as assigned.

## **Skills**

1. Pleasant, courteous and professional customer service skills.
2. Must type 45 WPM
3. Working knowledge and experience using Microsoft Office software. Specifically is proficient in the use of Outlook, Word, Excel and PowerPoint.
4. Demonstrates excellent written and oral communication skills.
5. Demonstrates excellent organizational skills with ability to manage multiple tasks simultaneously.
6. Demonstrates ability to work independently as well as in a collaborative fashion.
7. Timely in the completion of tasks.
8. Maintains the highest level of confidentiality and professionalism at all times.

## **Work Conditions**

1. Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings, off campus, and to Roseman campuses and facilities located outside Summerlin.
2. Standard office hours are 8:00 a.m. to 5:00 p.m.
3. Performing duties and attending events during the evening and on the weekend occurs occasionally and is required.
4. Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities (e.g. Henderson, Nevada or S Jordan, Utah) occurs occasionally and is required.
5. Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

## **Required Physical Abilities**

1. Ability to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
2. Manual and physical dexterity needed to operate a computer keyboard and handle paper documents,
3. Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
4. Adequate hearing and verbal abilities to communicate effectively in person and by telephone,
5. Ability to lift and carry a stack of forms and documents weighing up to 20 pounds.
6. Any additional area-specific requirements.

## **Other Hiring Criteria**

### Required

1. High School Diploma or equivalent.
2. Three years of experience as an administrative support specialist or equivalent.

### Preferred

1. College Degree.
2. Three years of administrative support experience in an academic setting or equivalent.

*I have read the above position description and have received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date