



Administrative Assistant to Health, Science, and Public Services Programs
Full-Time, Contract Position

Eastern Gateway Community College welcomes applications for the position of *Administrative Assistant to Health, Science & Public Services Programs*. Under direct and indirect supervision, the Administrative Assistant provides executive administrative services to support programs and faculty including the Dean, full-time faculty including Program Directors, and auxiliary faculty.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supports Program Directors as Administrative Assistant.
- Manages office for a department consisting of health technologies programs and public services programs with multiple full-time faculty, Program Directors, numerous auxiliary faculty, the department Dean, and other support staff.
- Serves as department liaison between Dean, faculty, Program Directors, College administrators and staff, and students.
- Coordinates work flow with other administrative support for Dean and Program Directors.
- Receives and screens incoming telephone calls for Program Directors.
- Participates in registration and verification of program majors and assigning faculty advisors.
- Confidentially assesses student transcripts/grades to assist faculty, Program Directors, Advisors, Dean, and self when registering students.
- Records receipt of and files semester course syllabi, first tests, and final exams.
- Assists in maintaining active department files on select admissions activities.
- Coordinates and processes mailings.
- Assists in research and compilation of various monthly and other reports.
- Assists in researching potential vendors/products when major purchases are required, and processing and recording all purchase requisitions for the departmental Programs.
- Coordinates departmental Program activities with other offices in relation to room availability and related functions.

- Assists the Dean and Program Directors in coordination of college-credit courses offered off-campus at Trinity Health System School of Nursing.
- Assists in collecting, sorting and distributing department mail; posts information such as class cancellations, absences and other program/department information.
- Provides pertinent information to students, visitors, employees and outside agencies about the College, department and programs.
- Assists and advises students regarding course availability, sequences and prerequisites; faculty schedules and office hours; clinical schedules; forms, and related items.
- Confidentially handles student problems and concerns.
- Assists in tabulating and compiling student evaluations of faculty.
- Assists in assembling data for program reports for the department, state or national accreditation/approving agencies; and for student handbooks.
- Assists in creating, designing, and desktop-publishing inter-departmental brochures, program ads, handbook covers, and program announcements.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Associate's Degree required.
- At least three years' administrative and office management experience required.
- Work experience must include knowledge of medical terminology, computer equipment, and software application skills.
- Equivalent combination of education and work experience may be considered.

SKILLS & ABILITIES:

- Knowledge of office management techniques, medical terminology, and use of modern office equipment.
- Strong verbal and written communication skills including correct grammar usage; basic arithmetic abilities.
- Knowledge of methods of letter/report writing, receptionist and telephone techniques.
- Ability to apply policies and procedures; organize and maintain a filing system; and perform a wide range of complex and detailed office management and administrative duties in an accurate and speedy manner.
- Ability to exercise sound judgment and work effectively and efficiently under pressure to meet deadlines.
- Retain professional composure when handling student concerns, conflicts and complaints.
- Establish and maintain effective working relationships; communicate professionally, maintain confidentiality, and represent the College with maturity and integrity.

To apply

Interested applicants should send a letter of interest, a resume and the names and contact information of at least three (3) professional references to Human Resources at:

careers@egcc.edu

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.