

Administrative Assistant to the Dean of Health, Science, and Public Services

Full-Time, Contract

Eastern Gateway Community College welcomes applications for ***Administrative Assistant to the Dean of Health, Science, and Public Services***. Under direct and indirect supervision, the Administrative Assistant to the Dean provides executive secretarial and administrative support services to the Dean, provides and coordinates administrative support for full-time and adjunct faculty, manages the daily operation of the department office, maintains successful interaction with students, faculty and staff, as well as external personnel in other colleges, businesses and industries, high schools and the general public. This position is based at our campus located in Steubenville, Ohio.

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

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supports Dean as Administrative Assistant.
- Assumes responsibilities as Office Manager for the Department.
- Serves as department liaison between Dean, faculty, College administrators and staff, and students.
- Coordinates work flow with other administrative support colleagues.
- Maintains the Dean's appointment calendar and relieves Dean of administrative detail on a daily basis.
- Receives and screens incoming internal and external telephone calls for the Dean.
- Coordinates and processes mailings and agenda lists, assumes responsibility for phone follow-ups on attendance, coordinates meeting logistics, transcribes, types, copies, and mails minutes for advisory committee.
- Participates in registration; assumes responsibility for 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.
- Compiles various monthly department activity reports for Board of Trustees meeting.
- Serves as confidential department contact person for the Dean with off-campus program agencies/personnel.
- Records receipt of and files semester course syllabi, first tests, and final exams.
- Maintains active department files on select health rolling admissions activities; coordinates and processes mailings and maintains active file regarding program admission activities in summer semester.
- Assists in research and compilation of various reports at the Dean's request.

- Researches potential vendors/products utilizing various sources when major purchases are required. Processes and records purchase requisitions for the department.
- Coordinates department activities with College colleagues in relation to room availability and related functions.
- Collects, sorts and distributes department mail.
- Provides pertinent information to students, visitors, other department personnel, interested persons and outside agencies about the College, department and programs. Directs public inquiries to appropriate departments following College protocol.
- Assists and advises students regarding course availability, sequences and prerequisites; faculty schedules and office hours; clinical schedules, forms, and related items. Confidentially handle student problems and concerns.
- Tabulates and compiles in final form student evaluations of full-time and auxiliary faculty.
- Prepares course inventory according to Ohio Board of Regents guidelines.
- Coordinates, types, and assembles data for annual, biannual, and five or seven year program reports for the department, state or national accreditation/approving agencies; student handbooks for health technologies programs.
- Creates, designs, and desktop-publishes inter-departmental brochures, ads, handbook covers, announcements.
- Maintains desk copies of current textbooks through direct contact with publishers.
- Organizes and maintains audio-visual inventory.
- Performs other tasks as assigned.

EDUCATION & EXPERIENCE:

- Associate's degree required.
- Experience in secretarial work and office management required.
- Work experience must include medical terminology, computer equipment, and software application skills.
- An equivalent combination of education and experience may be considered.

SKILLS & ABILITIES:

- Must be proficient in Microsoft Office
- Excellent communication in both oral and written form.
- Able to multi-task, and work without direct supervision.
- Possess excellent interpersonal and organizational skills.
- Able to deal with diverse groups of people with diplomacy, sensitivity and confidentiality.
- Must be responsible and dependable.
- Knowledge of office management techniques, medical terminology, modern office procedures.
- Skills in applying College, department, and program policies and procedures for organizing and maintaining a filing system, and performing a wide range of complex and detailed office management and administrative duties in an accurate and speedy manner.
- Ability to learn, interrupt, and apply College policies and procedures.
- Ability to work effectively and efficiently under pressure to meet deadlines.



To apply, resume, cover letter and the contact details of at least three professional references should be sent to Human Resources at:

careers@egcc.edu

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.