

**Administrative Assistant**

**Job Description**

At DMU you will make a meaningful contribution to the dynamic future of Medicine and Health Sciences. DMU is seeking an Administrative Assistant who will provide administrative support to the COM Associate Dean of Academic Assessment, Quality and Improvement. Duties include but are not limited to: schedule/calendar management, meeting coordination, record keeping, database management, travel arrangement, assistance with collecting data and putting together reports and compliance tracking. This position also supports coordination of COM development events and document management related to COM professional development events. In addition to the support role, this position tracks and creates reports that are essential for assessment and accreditation. It requires a high level of organizational skills with the ability to coordinate and lead projects as well as data analysis with advanced skills in Excel, database construction and creating forms in Adobe, Google and Word. Some experience with PowerBI and Tableu is preferred.

**Essential Duties and Responsibilities:**

* Provide executive level administrative support to the COM Associate Dean of Academic Assessment, Quality and Improvement.
* Assist in managing the Associate Dean's calendar.
* Coordinate and staff meetings that fall under the Associate Dean's area of responsibility. Assemble, distribute and file meeting minutes. Schedule and participate in other meetings, conferences and related activities as assigned.
* Establish uniform office procedures and style practices for working with databases, files and correspondence. Work to revise procedures or devise new materials to improve efficiency of workflow.
* Assist in preparing and maintaining specialized and complex records, statistics, reports and databases.
* Coordinate and provide a repository for all office records and assessment files, including databases, reports, letters, meeting minutes, budget information and other related material.
* Review records to ensure completeness, accuracy, and timeliness.
* Generate and distribute assembled information to designated individuals and administrative offices as requested.
* Assist students, faculty and administrative team members by providing information and services relating to office functions.
* Oversees the planning and coordination of COM development events, which could include travel, contracts and expense reimbursement of out-of-town guest presenters.
* Handle the tracking, document management and reporting of all COM professional development events offered at DMU.
* Assist in the management and tracking of budget-related office items and activities.
* Assist onsite at COM and DMU related events. These could include but are not limited to White Coat Ceremony and Commencement.
* Provide and protect confidentiality of student information and records in accordance with FERPA (Family Education Rights and Privacy Act).
* Gain and maintain familiarity of student handbooks, guidelines, faculty documents and bylaws, as well as the University employee handbook.
* Participate in and successfully complete all University required training including, but not limited to discrimination/harassment and code of conduct.
* Perform other job-related duties and special projects as assigned.

**Education and/or Experience:**

* Associate degree or equivalent combination of education and experience. Bachelor’s degree preferred.
* Three years upper level administrative support required.
* Advanced proficiency in Microsoft Excel and database construction is required.

**Essential skills:**

* Proficiency in Microsoft Word, Outlook, OneDrive and SPSS preferred. Knowledge of Skype, SharePoint, Google Docs and other software/online applications also desirable.
* Basic-to-intermediate level skills in creating charts, tables and graphs are extremely desirable.
* Minimum 45cwpm typing speed required.
* Excellent attention to detail, including advanced data entry and editing/proofreading skills.
* Advanced skills in data and records management.
* High level of organizational skills with the ability to coordinate and lead projects.
* Ability to prioritize and meet multiple concurrent deadlines while still producing quality work.
* Demonstrated experience required in interfacing with multiple individuals and organizations on a professional level (e.g., external clients/organizations, executive managers, faculty and staff, the general public, etc.)
* Ability to work independently with minimal supervision, and/or sometimes closely with others as part of a team.
* Ability to handle confidential/sensitive documents in a mature and professional manner.
* Excellent written and verbal communications skills.
* Excellent strategic thinking and problem-solving skills.
* Professional appearance and demeanor.
* Commitment to diversity and inclusivity.
* Familiarity with medical or scientific terminology helpful.
* Knowledge of course development and testing policy helpful.

**Department: College of Osteopathic Medicine**

**Status:  Non-exempt**

**Work Schedule:  Monday thru Friday 8:00 a.m. – 4:30 p.m. (Hybrid)**

**Pay rate: $24.90**