

**Academic Assistant Physician Assistant Program**

**Job Description**

At DMU you will make a meaningful contribution to the dynamic future of Medicine and Health Sciences. DMU is seeking an Academic Assistant. The Des Moines University (DMU) Physician Assistant (PA) program Academic Assistant is responsible for providing administrative support to the department and all enrolled students. This position provides support for activities related to teaching, program administration, and service and committees. This position reports to the PA Program Director.

**Essential Duties and Responsibilities:**

Duties in Support of Teaching-related Activities (70%)

* Prepare and manage course offering sites in the learning management system (LMS).

Assist faculty with syllabi preparation and publication.

* Coordinate and submit textbook adoption materials to the library/bookstore.
* Assist faculty with preparing course materials, reports, spreadsheets, and correspondence using MS Word, Excel, PowerPoint, OneDrive, SharePoint, PowerBI, the LMS, and other software programs.
* Post educational materials to the LMS.
* Prepare assessments in the LMS, including uploading assessment items, setting restrictions and access, grading parameters, submission views, and competency alignment.
* Proctor examinations and other assessments as indicated.
* Provide faculty with assessment statistics and student performance outcomes and assist with exam rescoring as applicable.
* Provide support for simulation activities and assessments as needed.
* Schedule, purchase, and manage assessments delivered through external resources, including end-of-rotation exams, formative exams, and the end-of-curriculum exam as applicable.
* Manage grades in the LMS as directed.
* Assist faculty with grade submission to the registrar.
* Manage PA program curriculum schedules, in collaboration with the Registrar’s office.
* Serve as a primary contact for faculty, guests, and students regarding PA program scheduling matters.
* Lead scheduling of co-curricular and extra-curricular events for the PA program.
* Communicate student and course information to the registrar’s office.
* Manage the creation, publication, and editing of lecture recordings.
* Train others on the use of campus technology.
* Assist the program Clerkship Coordinator with clinical duties as assigned.

Duties in Support of Program Administration (20%)

* Manage program purchasing with department P-Card utilization and monthly reconciliation as assigned.
* Serve as a primary contact for the program and route communications to appropriate individuals.
* Assist the PA program in recruiting, scheduling, and communicating with guest instructors and other campus guests.
* Obtain, organize, and maintain guest instructor credentials and contact information.
* Prepare, submit, document, and track guest instructor payments.
* Create, administer, manage, monitor completion status, and share results of evaluations and other program surveys as assigned.
* Publish program information internally and externally, as assigned.
* Manage student enrollment in professional organizations, registrations for external educational opportunities, and software access.
* Distribute incoming mail to faculty and staff members. Prepare interoffice and external outgoing mail.
* Assist the PA program with collecting, analyzing, organizing, and presenting data and information.
* Prepare, collect, organize, and maintain routine documents, records, reports, and policies.
* Effectively communicate and collaborate with program personnel, other university departments, and external partners.
* Assist with preparing, compiling, organizing, and maintaining programmatic accreditation materials.

**Duties in Support of Service-related Activities (10%)**

* Assist the program with class officer elections and coordination of student activities.
* Attend and document PA class meetings.
* Address student concerns and/or direct them to the appropriate resource.
* Attend department, college, and university meetings as directed and record complete and accurate meeting minutes.
* Provide administrative assistance to PA program committees, as assigned.
* Assist with commencement, white coat ceremony, and other college or university events as directed.
* Assist with PA program events, including student on-campus assessment activities.
* Serve on university committees as applicable.
* 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, complete special projects, learn additional skills, and assist other personnel as needed.

**Education and/or Experience:**

* High school degree or equivalent required. Associate’s degree preferred.

• Two years of administrative, sales, recruitment, and/or scheduling experience required.

• Experience working with sensitive information and maintaining confidentiality.

• Knowledge of professional document development required.

• Familiarity with higher education and/or healthcare systems desired.

**Essential skills:**

* Must effectively and efficiently communicate information in a manner suitable for the intended audience; emphasis on written and verbal communication skills including professional email and telecommunication skills.
* Excellent interpersonal and customer service skills with an emphasis on working with a variety of people and personalities.
* Ability to work effectively in a team environment.
* Demonstrated efficiency and task follow-through.
* Proficiency in Microsoft Excel, Word, and Outlook required; experience with Microsoft Teams, SharePoint, Forms, PowerPoint, and other software preferred.
* Demonstrated organizational and multi-tasking skills required.
* Attention to detail and ability to prioritize duties.
* Must be able to exercise good judgment in making decisions related to the functioning of the department.
* Must display flexibility and professionalism in all situations.
* Must produce detailed work efficiently and accurately with minimal supervision.
* Must be able to maintain confidentiality.
* Minimum 45 wpm typing speed required.
* Commitment to diversity, equity, and inclusivity.
* Knowledge of medical terminology preferred.

**Department: Physician Assistant Program**

**Status:  NonExempt**

**Pay Rate: $25.65**

**Work Schedule:  Monday through Friday, 7:30 AM – 4:00 PM**