

## Administrative Assistant for Health Sciences

<b>Division</b>	Instructional Services	<b>Department</b>	Health Sciences		
<b>Classification</b>	Staff	<b>Revised</b>	June 2003		
<b>Supervisor</b>	Dean/Director	<b>Position #</b>		<b>Job Class</b>	

<b>Statement of Primary Purpose</b>	
Provide instructional support services.	
<b>Classification</b>	
Staff	
<b>Essential Functions and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• word process memos, letters and documents as needed.</li> <li>• process incoming and outgoing mail</li> <li>• provide assistance and coordination of meetings and special events</li> <li>• perform receptionist duties and clerical tasks</li> <li>• maintain computer files and office files</li> <li>• coordinate curriculum class schedules</li> <li>• enter student registrations in computer</li> <li>• process forms (leave, travel, requisitions, etc.)</li> <li>• maintain an open, friendly, helpful office environment while performing high quality work.</li> <li>• other office functions - copying, filing, and smiling</li> <li>• integrity and confidentiality are required</li> <li>• reports to the Dean of Health Sciences</li> </ul>	
<b>Additional Duties and Responsibilities</b>	
Perform other duties as assigned.	
<b>Minimum Qualifications</b>	
<b>Education</b>	High school graduate or GED required, Associate Degree preferred in Administrative Office Technology or related field.

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<b>Knowledge and Skills</b>	One or more years of work experience required. Computer skills and excellent communication skills required. Integrity and confidentiality are required. Microsoft Word or Corel WordPerfect, MS Excel, MS PowerPoint, MS Access, Novell Groupwise.
<b>Physical Demands</b>	
<b>Licensing Requirement</b>	
<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
<b>Equipment Operation</b>	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	