Rowan–Virtua Health College of Medicine & Life Sciences

Job Description

Job Title: Administrative Assistant
Department: Dean's Office, Rowan-Virtua SOM
Location: Stratford Campus
Building: Academic Center
Reports To: Manager of Administration, thomasjz@rowan.edu

To apply please email Jessie Thomas at thomasjz@rowan.edu
Use subject format: Last Name: Federal Work-Study Candidate Example: Smith-Federal Work-Study Candidate. Please include a brief description regarding why you are a good fit for the position and please attach your CV in the email.

SUMMARY
Performs a wide variety of administrative and support services within a section, division, or department. Assists with coordination of various clerical activities and projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for providing administrative, analytical, computing and staff support for the department. Executes assignments and tasks requiring data collection, information gathering, analysis, data entry/retrieval, data base maintenance, and forms and graphics generation utilizing a variety of software packages.

Screens calls and provides information in accordance with organizational policy.

Receives and appropriately handles incoming correspondence, makes appointments, schedules meetings, takes minutes and responds to inquiries.

Monitors and approve room scheduling system on as needed basis; print and post weekly schedules. Runs reports for room utilization.

Helps support and maintain leadership calendars within the Dean's Office.

Provide cross-coverage for other staff during scheduled and unscheduled absences.

Will help maintain essential records and assists in the maintenance of all activity files for the departments.

Assist in the planning and organization of various events.

Undertakes routine writing and editing assignments; generates correspondence for signature; maintains mailing lists.

Assists in completing Purchasing Orders and Check Requests, monitoring expenditures and ensuring compliance with budgets on as needed basis.

Supports office procedures, help establish standards, and recommends and implements new or modified procedures as needed. Orders office supplies and monitors inventory.

Submits work orders to Facilities, Environmental Services, and Information Services and Technology.

Supports additional work assignments under the direction of the Supervisor.

Performs other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Experience with Microsoft tools – Outlook, Word, Excel and Powerpoint required. Be a current **Rowan–Virtua Health College of Medicine & Life Sciences** student in good overall academic and financial standing.