

Administrative Assistant

Department: School of Health Sciences - Physician Assistant Program

Type: Staff, Full-time



Stephens College seeks an Administrative Assistant for the Physician Assistant Program. The Administrative Assistant will manage and support the activities and operations of the Director and Physician Assistant Program.

Responsibilities

1. Provide support for faculty and staff with various clerical needs and projects.
2. Monitor and track budget expenditures.
3. Handle program expenses by preparing credit card reports and check requests.
4. Manage projects and initiatives within the PA program.
5. Assist with credentialing students for clinical rotations.
6. Assist with recruitment activities of students. Assist with admissions processes to include contacting students.
7. Assist the Director of Clinical Education (DCE) as directed or requested to facilitate the recruitment of rotation sites / preceptors
8. Other duties as assigned

Minimum Requirements

- Three years of progressively responsible administrative office experience required.
- Healthcare industry administrative office experience preferred.
- Associate's degree from a two-year accredited college in Business or related field and related work experience; or two years credentialing experience in a healthcare setting required.
- Bachelor's degree preferred.

Relationships:

Maintain regular contact with other faculty, students, and the public to obtain factual information. Frequent contact with Admissions regarding recruiting needs and campus visits.

Reports to: Director of Physician Assistant Program

Physical Requirements

- Frequent lifting/carrying and pushing/pulling objects weighing 0-25 lbs.
- Frequent sitting, standing, walking, reaching and repetitive foot/leg and hand/arm movements.
- Frequent use of vision and depth perception for distances near (20 inches or less) and far (20 feet or more) and to identify and distinguish colors.
- Frequent use of hearing and speech to share information through oral communication. Ability to hear alarms, malfunctioning machinery, etc.
- Frequent keyboard use/data entry.
- Occasional bending, stooping, kneeling, squatting, twisting and gripping.
- Occasional lifting/carrying and pushing/pulling objects weighing 25-50 lbs.
- Rare climbing

To Apply:

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- A Cover Letter
- Resume or Curriculum Vitae
- At least three professional references

A criminal background check will be required.

EOE A diverse community on campus is valued

Smoke Free Campus