# Administrative Assistant – Position Description

## Position Purpose

## Provide administrative support to the XX of the Department and serve as the Department’s XX Liaison.

## Duties and Responsibilities

* Administrative Office Management for XXX. Total of XX full-time, fully salaried faculty members. Responsible for Chair’s calendar, all departmental meetings, special events—social and educational.
* Liaison with Office of Research Administration, Dean’s Office and pre-award Office to identify new funding initiatives for support of individual faculty research and salary (ie new NIH initiatives, foundation awards, career development awards). Provide administrative support for Program Project Grants for Principal Investigators.
* Administrative support for arranging faculty travel and lodging for meetings, invited lectures, collaboration visits, sabbaticals. Create and maintain Department Website, including faculty pages. Administrative support for meetings organized by Faculty. Organize faculty-recruiting visits to local universities and job fairs.
* Create and maintain faculty database. Use of databases that links Departmental Faculty to search engines. Use of this database to generate Departmental Newsletter. Serves as Faculty Affairs Liaison.
* Schedule and organize monthly faculty meetings. Generate and distribute administrative reports.
* Assist Chair of Search Committee in all aspects of recruiting including travel and lodging, scheduling seminars and interview schedules. Generate and distribute announcements, room and audiovisual scheduling. Establish contact with school administrators and real estate agents.
* Editorial Assistance: Assist faculty with editing of periodicals, meeting summaries and grant applications. Special assistance to junior faculty with grant application editing.
* Organize faculty parties, catered committee meetings
* Provide administrative support for the Joint Seminar Program. Works with Committee chair in maintaining seminar series website, generating and distributing announcements, room schedule, ordering audiovisual equipment. Arrange speaker reimbursement, lodging and honorarium.

## Knowledge, Skills and Abilities

Knowledge of modern office practices and procedures including word processing, database development and management, excellent oral and written communication skills, ability to deal sensitively with many types of people, handle confidential information, excellent attention to detail.

## Position Requirements

Education: High School Diploma

Experience: 5+ years of administrative experience in an academic/research environment

FLSA: Non-Exempt