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JOB POSTING
OFFICE OF HUMAN RESOURCES
December 3, 2015

POSITION: Administrative Assistant
DEPARTMENT: Institutional Effectiveness
DIVISION: Academic Affairs
HOURS: Full-Time, M-F, 8:30-4:30, 35 hours per week

General Description:
Reporting to the Associate Vice President of Academic Affairs & Institutional Effectiveness, the Administrative Assistant provides administrative support to the Institutional Effectiveness office. The position is a full-time appointment requiring service to the College divided among academic excellence, quality patient care and professional leadership. This position supports the Associate Vice President of Academic Affairs and Institutional Effectiveness, Director of Accreditation, and Quality Engineer.

Organizational Relationships:
1. Report to the Associate Vice President of Academic Affairs & Institutional Effectiveness.
2. Responsible for the integration of Institutional Effective activities with other Academic Affairs programs and extra divisional departments.
3. Responsible for direct supervision of Institutional Effectiveness work study students.

Specific Duties and Responsibilities:
1. Manage day-to-day operations of the Institutional Effectiveness (IE) office.
2. Assist in the development, editing, submission, and distribution of accreditation reports, surveys, and quality reports.
3. Manage office affairs such as coordinating and scheduling meetings, maintaining office supplies, and arranging travel.
4. Coordinate meetings for the IE Department, Academic Standing Committee, Technical Standards Committee, and other groups or committees as needed, as well as record minutes at such meetings.
5. Maintain digital and other record keeping systems, and maintain IE materials on College website and internal site (EIP).
6. Participate and support College committees and task forces, as appropriate.
7. Coordinate campus site visits by accrediting agencies and other visitors.
8. Perform other activities as assigned.

Methods of Accountability:
1. Verbal and written communications with the Associate Vice President of Academic Affairs and Institutional Effectiveness.
2. Compliance with College protocols.
3. Performance evaluations by the Associate Vice President of Academic Affairs and Institutional Effectiveness.
Mental and Physical Requirements:

1. Effective and professional verbal and written communication skills.
2. Responsible administrative judgement.
3. Professional demeanor.
4. Ability to maintain a high degree of confidentiality, integrity, and ethics.
5. Ability to analyze data and exercise sound decision making.
6. Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
7. Ability to manage stressful situations in a fast-paced, multi-task work environment.

Education, Training and Experience:

1. High school degree required, baccalaureate preferred.
2. Three to five years of administrative experience required.
3. Customer service, time management, organizational, interpersonal, and communication skills required.
4. Experience in health care administration, business administration, higher education, or related fields preferred.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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