

SIU School of Medicine
Civil Service Position Description

Name:

Position #: N10408.006

FLSA Status:

Classification: Administrative Assistant

Date:

Department: Office of Student Affairs

Position Function:

Provides oversight and responsibility for administrative functions to support the Office of the Associate Dean for Student Affairs and Admissions. Oversight includes decision making discretion and supervisory responsibilities for office staff. Job duties will specifically impact key services offered to medical students. This position will facilitate the accomplishment of the work through providing, obtaining and/or coordinating Associate Dean for Student Affairs and Admissions services, requiring extensive institutional knowledge.

Organizational Relationship:

This position will report to the Associate Dean for Student Affairs and Admissions who reports to the Dean and Provost of the Medical School.

Duties and Responsibilities:

The following information is intended to be representative of the work performed by the incumbent in the position and is not all inclusive. The omission of a specific duty or responsibility will not preclude it from the position if work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Student Services Administration/Support

100%

1. Provides the administrative oversight to the Office of Student Affairs for the efficient organization and operation of Student Support Services in the unit. Provides primary executive support to the Associate Dean including, but not limited to, managing schedules, scheduling institutional meetings/events, and the preparation of necessary materials required for meetings, reports, and projects.

2. Maintains an encompassing overview of the Office of Student Affairs and its operational procedures.
3. Supervises staff and ensures the personnel needs of the department are being met.
4. Responsible for drafting communications to students, faculty, and executives along with reports pertinent to the Office of Student Affairs.
5. Responsible for the planning and execution of vital events in the Office of Student Affairs such as the White Coat Ceremony, Commencement and Match Day. Serve as primary contact, coordinator and liaison between all the constituencies involved in the activity including, but not limited to vendors, speakers. Work closely with medical and graduate students, their families, SIU administration, faculty, and staff both at the Springfield and Carbondale campuses. Coordinates honored faculty nominations with senior medical students.
6. Responsible for complex travel arrangements on behalf of the Associate Dean, ensuring that these arrangements are in accordance with University guidelines.
7. Assists Associate Dean for Student Affairs and Admission and the Director of Financial Aid with the administrative function of student financial aid support.
8. Prepare vouchers and paperwork for the expenditures on a variety of accounts as they relate to Commencement, etc.
9. Responsible for making payments for certain expenses for department with procurement card upon approval from the Director of Financial Aid/Budget Officer. Maintains all P-card documentation in adherence with University guidelines for the Springfield and Carbondale Offices. Assists the Carbondale's OSA Secretary with purchase and other events.
10. Organizes and attends Student Assembly monthly meetings. Establishes the meeting calendar, reserves monthly meeting rooms (including Carbondale). Informs attendees of pertinent information concerning financial aid, upcoming events, etc. Acts as a representative for the Dean of Student Affairs at meeting.
11. Responsible for reviewing, recording, interpreting, and analyzing data pertinent to medical student career advising, such as USMLE exam scores, noteworthy accomplishments, academic/professionalism concerns, specialty choice, research history, etc. Individual will assist with communicating career counseling recommendations to students.
12. Maintains student immunization records.
13. Manages the confidential preparation of Dean's Letters for student residency placement. Responsible for regular and timely gathering and editing of clerkship comments to be used in MSPE (Medical Student Performance Evaluation).
14. Serves as liaison between Associate Dean and medical students regarding requests for recommendations. Completes final copy of these communications for the Associate Dean and appropriately distributes. Act as a representative for the department and when necessary and appropriate, troubleshoot and exercise discretionary decision-making.
15. Manages and develops confidential information pertaining to student ADA accommodations.

16. Serves as Liaison providing maintenance, assistance and advice to various departments and entities within the medical school including the Carbondale Office Support personnel and Assistant Dean of Student Affairs on OSA Carbondale matters.
17. Serves as backup to the front desk personnel for coverage of lunches, vacations, etc.
18. Assist with organizing, and maintaining extensive records for all student events which includes collecting and depositing funds, maintaining separate accounts, tracking expenses, and attendees. Maintains records of unit fiscal transactions for a variety of accounts, as they relate to student events.
19. Prepares state and foundation vouchers, budget forms, and purchase orders. Prepares travel arrangements for conference registration, hotel, and transportation, etc. for staff and students all while being aware of the budget for all events.
20. Performs other duties as assigned.

Knowledge, Skills and Abilities Needed for the Position

1. Must have thorough knowledge of SIU School of Medicine's organizational structure, policies, procedures, rules and regulations.
2. Must be able to communicate effectively with a variety of individuals and develop cooperative working relationships with a variety of internal and external constituencies. Provide information to supervisors, co-workers, and subordinates by telephone, in written form, email or in person.
3. Perform executive administrative activities.
4. Computer skills-Using various computer systems to set up functions, enter and gather data, or process information.
5. Communicate information orally and written to a variety of persons within and outside of organization.
6. Must be able to work independently, proactively and accurately, developing specific goals and plans to accomplish work.
7. Must be able to organize, plan, adapt and prioritize work while managing multiple priorities.
8. Must be able to have technical proficiency in word processing and spreadsheet applications.
9. Must demonstrate a high degree of confidentiality.
10. Sensitive to the needs of underrepresented minority populations

Responsibility

Supervisory Control- must be able to work with little or no supervision and able to make decisions related to the position.

Guidelines- Individual must become familiar with university guidelines relating to the Office of Student Affairs. Guidelines include student graduation requirements, ERAS (Electronic Residency Application

Service) and NRMP (National Resident Matching Program) policies, ADA (American Disability Act) policies.

Difficulty

Complexity- Tasks involved are very diverse and situations can be challenging and demand the ability to assess situations accurately, interpret university, state, and federal rules and regulations to make sound decisions. The responsibilities of the position require excellent organizational skills, knowledge of all related university, state, and federal regulations. The person needs to have a good working knowledge of the English language and must be able to work independently with little supervision. The position demands the utmost attention to accuracy, detail, and confidentiality. The person must be able to establish priorities, set deadlines, and process a heavy volume of complex and confidential material.

Scope and Effect- The work of this employee directly affects all enrolled medical students; and national organizations such as the Association of American Medical Colleges. The work of this individual is visible both internally and externally. The public relations aspect of the position is extremely important and requires effective communication with applicants, students, and their families as well as faculty and administration at the School of Medicine, the University in general, and individuals at other institutions.

Personal Relationships

The employee will have direct contact with students, families, faculty, and staff at the School of Medicine and the institution in general as well as state and federal agencies, the Association of Medical Colleges, individuals at other institutions as well as the general public. Contacts are important in carrying out the work of the institution and providing the students with the necessary tools needed to complete their education.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

Physical exertion is considered normal for any office position. Employee must be able to work on several projects simultaneously with frequent interruptions. Employee must have sufficient personal freedom to work overtime during periods of peak activity.

See attached Physical and Environmental Requirements form.

X _____

Employee Signature

X _____

Supervisors Signature

X _____

Department Head/Chair Signature

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Administrative Assistant**

Position No. (If applicable): **N10408.006** Department: **Student Affairs-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____

Date _____

Supervisor Name _____

Employee Signature _____

Date _____