

Civil Service Position Description

Name:

Employee #:

Position #: N10408.005

Classification: Office Manager

Department: Office of Student Affairs

Position Function: Provides oversight and responsibility for administrative processes to support the Office of the Associate Dean for Student Affairs and Admissions. 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 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 secretarial support for the efficient organization and operation of Student Support Services in the unit, including providing primary support to the Associate Dean. This includes managing schedules, scheduling institutional meetings/events and preparation of necessary materials required for each project.
2. Coordinate all activities related to Commencement and Match Day: This includes acting as liaison between all the constituencies involved in the activity which entails working closely with medical and graduate students, their families, SIU administration, faculty, and staff both at the Springfield and Carbondale campuses. Additional contacts include outside vendors for venue, for printing of all materials related to commencement and for planning senior brunch, coordinating all aspects of commencement speaker arrangements, including, but not limited to, travel, honorarium, and communication with commencement speaker's assistants and staff. Coordinates honored faculty nominations with senior medical students.

3. Coordinates complex travel arrangements related to administrative assignments insuring that these arrangements are in accordance with University guidelines.
4. Assists Associate Dean for Student Affairs and Admission and the Director of Financial Aid with the administrative function of student support.
5. Assists with records of unit fiscal transactions for a variety of accounts as they relate to Commencement, etc.
6. 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.
7. Maintains student immunization records.
8. Manages and controls confidential preparation of Dean's Letters for student residency placement. 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.
9. Serves as Liaison with Carbondale Office Support personnel and Assistant Dean of Student Affairs on OSA Carbondale matters.
10. Serves as backup to the front desk personnel for coverage of lunches, vacations, etc.
11. Develops, organizes, and maintains extensive records for all student events which includes collecting and depositing funds, maintaining separate accounts, tracking expenses, and attendees. Assist in maintain records of unit fiscal transactions for a variety of accounts, as they relate to student events.
12. Assists with preparation of 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.
13. 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.
3. Must be able to work independently and accurately, developing specific goals and plans to accomplish work.
4. Must be able to manage multiple priorities.
5. Must be able to have technical proficiency in word processing and spreadsheet applications.
6. Must demonstrate a high degree of confidentiality.
7. 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- must know the university guidelines relating to the Office of Student

Difficulty

Complexity- Tasks involved are very diverse and situations can be challenging and demand the ability to assess situations accurately, interrupt 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.

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.

X _____

Employee Signature

X _____

Supervisors Signature

X _____

Department Head/Chair Signature