



Position Description

Job Title: Executive Assistant to the Dean	
Department: Master of Health Science in Anesthesia Program	Date: April 14, 2025
FLSA: Exempt	Work Location: Auburn Campus
Employee Category: Administrative Staff	Work Schedule: M-F, 8:00 am – 5:00 pm
Reports to: Dean, Anesthesiologist Assistant Programs	Percent Employment: 100%
Direct Reports: Administrative Assistants and Student Services Coordinators	

I. **Job Summary:**

The Program Administrator is responsible for providing managerial leadership for administrative aspects of the Master of Health Science in Anesthesia program. This position is accountable for ensuring that the integrity of Bluefield University and VCOM standards relative to the MHSA Program are maintained and manage designated administrative aspects of the Program. Maintain relationships and provide administrative guidance and support to affiliations, programs designed to maximize support for program. The Administrator assists with development and implementation of program strategies and developmental plans, and provides accurate database development, data collection and management.

II. **Job Duties:**

Serve as the administrative point of contact and respond to all administrative inquiries, ensure that records and databases are current and accurate, liaise with institution personnel on program and event needs, and provide administrative support for all program needs. Specific functions include, but are not limited to:

1. **Staff & Faculty**

- Recruit, recommend, orient, and assist in evaluation of administrative staff.
- Attend faculty and staff meetings and collaborate to solve problems
- Maintain master schedule of Program-wide classes, internal and external meetings, accreditation time horizons, institutional reporting for the Dean.
- Oversee Program Administrative Assistants.
- Assist with travel arrangements and conference registrations for the Dean, including hotel and flight reservations as needed; obtain directions, create event folders with hotel and flight confirmation, directions and agendas.

2. **Program Administration**

- Monitor, record, and report on the program budget at the request of the Dean
- Ensure that the program is compliant with all policies, procedures and accreditation standards as set forth by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP), SACSCOC, Edward Via College of Osteopathic Medicine (VCOM) and Bluefield University
- Support an ongoing evaluation model of the program, which will include review and assessment methodologies
- Recommend, distribute, and record new policies and procedures, as needed.
- Analyze data and contribute to quarterly administrative reports
- Participate in development of strategic goals and objectives
- Coordinate quarterly and annual financial statements, reports, special analyses, and information reports
- Aid in implementation and coordination of program level finance, accounting, and auditing procedures.
- Ensure records and systems are maintained in accordance with generally accepted standards

- j. Collaborate on the development of short and long-range plans; gathers interprets and prepares data for studies, reports, and recommendations; coordinates program activities with other programs and departments as needed.
 - k. Serve as custodian overseeing all documents, files, and student records
 - l. Develop standard operating procedures; and ensures that such operating procedures are followed once adopted
 - m. Maintain all accounts for the program including analysis of monthly expense statements and work with Dean to establish budget priorities.
 - n. Assist in preparing for the program's accreditation process by the CAAHEP and SACSCOC.
 - o. Prepare reports or analyses of operational activities, evaluation of current and proposed services
 - p. Produce documents, reports and analysis of the program as required, and keep current databases with contract, financial and other data.
 - q. Process business transactions including invoices and reimbursements and research vendor issues as required
 - r. Participate in the development and revision of materials for online, print, and other distribution, including web content, print publications, and marketing, publicity, and other outreach materials, and do so in a timely manner.
 - s. Serves as liaison with Human Resources and assists Dean with hiring.
 - t. Develop and maintains a system for capturing and tracking institutional memory
- 3. Students**
- a. Work with Admissions to monitor the program's marketing plan for recruiting new students
 - b. Develop and maintain contact with other VCOM and Bluefield administrators to generate and maintain a positive relationship
 - c. Maintain standards of performance in accordance with institutional objectives, professional standards of practice, regulatory and accreditation agency standards
 - d. In conjunction with other staff and faculty, assist in planning and budgeting, coordinating, and administrating all program activities and events, both internal to VCOM/Bluefield and external for practitioners and alumni
- 4. Perform other duties as assigned.**

III. **Required Qualifications:**

Education: Bachelor's Degree in Education, Business Administration, or related field

Experience:

- Minimum of three years of experience in higher education, academic medical environment, or business administration
- Problem-solving ability and extensive knowledge regarding all phases of basic science and clinical education
- The ability to evaluate program applicants, support systems and faculty
- Knowledge of academic and clinical curriculum design, accreditation standards and applicable strategic planning models
- Proficient adult education skills
- Knowledge of Windows, Microsoft Office, internet, and basic website management

Skills important to this position:

- Demonstrated evidence of development, management, communication, and interpersonal skills
- Excellent interpersonal and communications skills including verbal and written
- Strong team player and collegial toward all colleagues
- Demonstrated capacity to render independent judgment and take responsibility for initiating and coordinating activities in support of recruitment and admissions

- Maintain a high standard of professionalism in demeanor, communication, and interactions with colleagues
- Confidently express ideas, expectations, and advocate for solutions while being respectful and collaborative
- Have a go-getter attitude by taking initiative, seek opportunities, and demonstrate strong drive to achieve goals
- Some travel required (*approximately 5% of time*)
- Excellent work and attendance record.
- Commitment to company values

Preferences may be given to applicants who have the following skills or attributes:

- Post-secondary degree in business, healthcare administration, administration, science, education, or related field
- Financial analysis and higher education budgeting management experience to include financial forecasting
- Administrative experience in higher education
- Notary Public certification

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit; stand (or accommodate for standing); use hands and vision for teaching the osteopathic examination and for teaching / providing treatment; use office equipment such as computers; speak to large and small groups of individuals for teaching; hear heart sounds, lung sounds and conversation for the purpose of teaching students how to hear and interpret those sounds and for practice; perform moderate telephone and poly-com communication / usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to clinical sites, depending upon the location of the core teaching hospitals.

Work environment: Office, clinical practice, classroom, laboratory, clinical skills teaching environments and clinical sites constitute working environments. Outside travel required is 0% to 5% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional

expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate based on age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I agree to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President/Provost: _____ Date: _____