



Position Description

Job Title: Administrative Assistant and Receptionist – Dean Suite& Assistant to the Vice President of Institutional Policy and Admin. Law	
Department: Administration	Hire Date: September 2026
FLSA: Non-Exempt	Work Location: Louisiana Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am – 5:00pm Some evenings and weekends may be required with time offset during the concurrent work week.
Reports to: Campus Dean and VP for Institutional Policy and Administrative Law	Percent Employment: 100%
Direct Reports: N/A	

- I. **Job Summary:** The individual will serve as an initial contact person for the Edward Via College of Osteopathic Medicine (VCOM) Dean Suite and will provide high-quality executive support by displaying sound judgment, accuracy, diplomacy, confidentiality and discretion. The individual will perform administrative assistant activities for the Dean's Suite. Responsibilities would include receptionist for the Dean's suite which houses the President of VCOM, the Director of College Development and Alumni Affairs, the Assistant Director of Alumni Affairs, and the Vice President of Institutional Policy & Administrative Law.

II. **Job Duties:**

1. Serves as the receptionist for the suite, greets visitors and answers routine inquiries, and directs visitors to the appropriate offices. Assist students and faculty with appointments in the suite as needed.
2. Schedule meetings for the Dean, the VP for Institutional Policy and Administrative Law, and the Director of College Development and Alumni Affairs in making appointments as needed.
3. Assist the Executive Assistant to the Dean's office and the Director of College Development and Alumni Affairs in the organization planning and execution of a wide variety of college events and social functions on and off campus to include meals, banquets, ULM football suite events, and meetings.
4. Participates along with student affairs in the planning, organization, and execution of the White Coat Ceremony and Graduation.
5. Frequently assist with clerical duties such as typing, correspondence, PowerPoint presentations, building databases, and creating reports as needed for Dean's Suite.
6. Maintain the conference room schedule for Administration Boardroom 306.
7. Maintain a weekly calendar of all VCOM Louisiana Campus events affecting the Dean's Suite, including important events at ULM that the VCOM Dean and others in the suite should be aware of.
8. Maintain an adequate inventory of office supplies for Administration
9. Prepare, organize, and maintain files for the VP for Institutional Policy and Administrative Law, including databases.

10. Perform other duties as assigned.

III. Required Qualifications:

- Education: Bachelor's Degree or equivalent experience. Previous work experience in a professional environment a plus.
- Licensure or certification: N/A
- Experience: Experience in administrative environment

IV. Skills required for this position:

- Highly organized
- Detailed-oriented
- Professional demeanor and appearance
- Ability to multi-task in a fast-paced environment
- Possess excellent time management skills
- Computer proficiency in such software products as Microsoft Office, Word, Excel, Access, PowerPoint, and email applications
- Ability to work seamlessly with team members and independently on own tasks
- Excellent customer service skills in dealing with executive level administrators, physicians, government officials, business executives, faculty and professional students
- Excellent interpersonal and communications skills, both orally and written
- Strong team player
- Commitment to company values
- Basic computer proficiency

The successful candidate must be eligible to work in the United States.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an required function of the job.

- V. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, and the ability to organize, interpret, and utilize a large volume of information.

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; use office equipment such as computers; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel typically less than 5% of time. The noise level in the work environment is usually minimal, however the Dean Suite area with frequent visitors, phone calls, and discussions may be distracting.

This position is classified as a non-exempt position because it does not require 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 of time 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 be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- VI. **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, disability, or protected veteran status.

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: _____

Immediate Supervisor: _____

Date: _____

President/Provost: _____

Date: _____