Position Description

Job Title: Administrative Assistant for Master of Health Science in Anesthesia Program	
Department: Master of Health Science in Anesthesia Program	**Date**: November 11, 2026
FLSA: Non-Exempt	**Work Location**: Auburn Campus
Employee Category: Classified Staff	**Work Schedule**: M-F, 8:00am – 5:00pm
Reports to: Dean for Master of Health Science in Anesthesia Program	**Percent Employment**: 100%
Direct Reports: N/A	

I. **Job Summary:** The Administrative Assistant for the Department of Master of Health Science in Anesthesia Program will serve as an initial contact person for the Master of Health Science in Anesthesia Program ("MHSA") of the VCOM Auburn Campus and the public, professionals, and students of the Program. Duties of the Administrative Assistant include providing support to our faculty and staff, assisting in daily office needs, and managing our Program's general administrative activities.

The position requires the provision of high-quality executive support and includes:

1. Excellent computer skills in Word, PowerPoint, Outlook, Excel, and other programs and the ability to learn new computer programs in a short period of time. As the position requires some data analysis, full use of Excel is essential and the ability to learn some features of Microsoft Teams and Adobe Acrobat is also required.

2. Excellent organizational skills and the ability to multitask and work in a busy environment. The ability to "turn around" correspondence, meeting minutes, and other documents in short amount of time is required.

3. The position also requires a positive attitude in meeting with students and the public, sound judgment in dealing with student and administrative issues, a high level of accuracy and accountability, a high level of confidentiality, a good sense of discretion, and initiative to drive positive change in the Program where appropriate and based on experience.

4. Other duties related to general support of the department, including, but not limited to answering telephones and maintaining telephone and email logs, routing inquiries, assisting students and serving as a liaison between them and the Master of Health Science in Anesthesia Program staff, maintaining administrative schedules, scheduling meetings, recording meeting minutes, making travel arrangements, organizing files, managing databases, preparing reports and official letters, and assisting in the organization of a wide variety of business and social functions, both on and off-campus. The administrative assistant will also collaborate in the preparation of a wide variety of documents including presentations, correspondence, grants submissions, white papers, and other Program materials.

II. **Job Duties:**

a. Serve as the receptionist for the Program with attention to answering phones, relaying messages to the appropriate parties in a timely manner and overseeing/welcoming visitors. Greet students and visitors and make them feel comfortable, both in person and over the phone.

b. Perform general office and administrative support duties including scan, copy, and fax documents; prepare, edit, and proofread documents; send meeting announcements and reminders; order office supplies for faculty and staff per request; and schedule appointments for the Program.

c. Utilize Microsoft Word, Excel, PowerPoint, Outlook, and the Internet proficiently for creating documents, reports, surveys, databases, and sign-up systems to schedule appointments for large groups. Proficiency in this area is a must.

d. Create, access and merge databases efficiently and accurately to provide information as required to support the department and college.

e. Assist with travel arrangements and conference registrations. Make hotel and flight reservations as needed; obtain directions; create event folders with hotel and flight confirmations, directions, agenda, etc.

f. Assist with the Faculty Meetings, Committee Meetings, and Student Disciplinary Conferences: schedule meetings, secure their location, attend meetings, and take minutes and write summaries. Address issues or projects assigned during meetings. Take minutes for the weekly Master of Health Science in Anesthesia Program Staff meetings and write summary. Submit all meeting minutes to the Program Director within five working days of the meetings for revisions as necessary. Ensure all minutes from meetings are distributed to the faculty prior to the subsequent meeting for their review. Ensure minutes are available for final approval at the subsequent chair meeting and maintain copies of these finalized minutes electronically on the shared drive.

g. Assist with the weekly Anesthesia Department Meetings: schedule meetings, attend meetings and take minutes and write summaries. Address issues or projects assigned during meetings.

h. Serve in the process of Clinical Faculty Appointments: Assist the Director of Clinical Rotations with obtaining required materials for credentialing from clinical faculty appointees; and the collection and processing of faculty applications.

i. Prepare all correspondence by the Associate Dean including but not limited to correspondence with students, faculty, site personnel, clinical preceptors, hospitals, and the public.

j. Coordinate on and off-campus events such as celebrations, faculty development meetings, student services workshops and administrative meetings: This includes participating in developing the event's schedule and layout of materials, update participant mailing list; choose and order gifts for vendors and/or participants. The position is responsible for obtaining bids for printing flyers and processing them for bulk mailing if needed, sending the "save-the-date" notice, developing the flyer; and registration form to be posted on Program website and social

media platforms; distributing emails containing the links for information about the event and registration to possible attendees. This also includes negotiating hotel rates and securing blocks of rooms for participants, if necessary. Planning, securing bids, and ordering food and beverages. Assist with the set-up, sign-in registration, distribution of gifts, and clean-up. Email thank you message to participants along with a follow-up survey to request their feedback.

k. Coordinate and assist with additional events including clinical site award dinners, White Coat Ceremony, Accepted Students' Day, Orientation, Graduation, Clinical Preceptor Workshops, and other on campus departmental and faculty meetings as necessary.

l. Prepare purchase requests and invoices as needed, prepare, and reconcile required monthly business financial reports including credit card reports of the Associate Dean. Obtain approval and maintain records for invoices and leave requests. Enter approved leave requests received for faculty and staff on shared electronic folder and calendar.

m. Assure records retention for documents for the Program based on established policy.

n. Maintain Program reception area as a neat, orderly, and welcoming environment for students and guests.

o. Perform other duties as assigned by the Master of Health Science in Anesthesia Program staff and Dean of Master of Health Science in Anesthesia Program.

III. **Required Qualifications:** Bachelor's degree from accredited institution preferred or equivalent experience including:

- Advanced understanding of the entire Microsoft Suite; the ability to produce and manipulate reports, manage large databases; and largely the ability to quickly respond to ad hoc, short notice requests by Administration.
- This position will also require strong communication and organizational skills, and the ability to work cooperatively in a fast-paced office environment. This position will demand that the individual be self-motivated and detail oriented, with the ability to work proactively with minimal supervision.
- Other skills important to this position:
    - Excellent interpersonal and communications skills
    - Ability to create high quality, professional written documentation, and correspondence.
    - Excellent organizational and time management skills – ability to multi-task and complete work in required timelines
    - Strong team player
    - Commitment to company values

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 a required function of the job.

Preferences are given to candidates who have the following skills or attributes:

- Advanced organizational skills and project management experience
- Administrative assistant experience
- Training in Microsoft Suite including Microsoft Certification

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 a required function of the job.

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. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, 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; speak to large and small groups of individuals for teaching; 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 other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception 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 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, 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: _____