Position Description

<table>
<thead>
<tr>
<th>Job Title: Administrative Assistant - Receptionist</th>
<th>Hire Date: April 1, 2020</th>
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<tbody>
<tr>
<td>Department: Administration</td>
<td>Work Location: Louisiana Campus</td>
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<td>FLSA: Non-Exempt</td>
<td>Work Schedule: M-F, 8:00am – 5:00pm</td>
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<td>Employee Category: Classified Staff</td>
<td>Percent Employment: 100%</td>
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<td>Reports to: Campus Dean, Executive Assistant to the Dean</td>
<td>Direct Reports: N/A</td>
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I. **Job Summary:** The individual will serve as an initial contact person for the Edward Via College of Osteopathic Medicine (VCOM) Campus 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 Executive Assistant to the Dean and the Dean of the campus as assigned.

II. **Job Duties:**
1. Answer the main VCOM Louisiana Campus phone line.
2. Greet visitors and route inquiries to the prospective departments.
3. Assist students and faculty as needed.
4. Schedule meetings and tours as needed.
5. Assist in organizing a wide variety of business and social functions on and off-campus to include meals, banquets, and meetings.
6. Participate in White Coat Ceremony and Graduation.
7. Maintain and update the VCOM Louisiana Campus phone directory of all faculty and staff office phone extensions and email Information Technology notifications of staff to add.
8. Maintain display cabinets and message boards in lobby
9. Accept deliveries and contact appropriate recipients for pick up
10. Pick up mail from the Campus mail box; sort and place in the appropriate mail slot in the Mail Center.
11. Assist with typing correspondence, PowerPoint presentations and reports as needed for Administration.
12. Maintain conference room schedule for Administration’s Conference Room.
13. Maintain weekly list of VCOM Louisiana Campus events
14. Maintain an adequate inventory of office supplies for Administration.
15. Prepare and maintain organized files and documentation for the VCOM Louisiana Campus.
16. Perform other duties as assigned.

III. **Required Qualifications:**
- Education: Associate’s Degree or equivalent work experience
- Licensure or certification: N/A
- Experience: Experience in administrative environment
Skills required for this position:

- Highly organized
- Detailed-oriented
- 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

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential 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.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel 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.

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, 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 others engaged in the duties of the employment, with mutual respect.
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.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of 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 am in agreement to follow the policies and procedures as written.

Employee Signature: ______________________________   Date: ____________________

approvals:

Immediate Supervisor: ______________________________   Date: ____________________
Dean: ______________________________   Date: ____________________
President/Provost: ______________________________   Date: ____________________