Position Description

<table>
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<tr>
<th>Job Title: Administrative Assistant – MABS Program</th>
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<tr>
<td>Department: Graduate Biomedical Education</td>
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<tr>
<td>Date: January 27, 2020</td>
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<td>FLSA: Non-Exempt</td>
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<td>Work Location: Virginia Campus</td>
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<td>Employee Category: Classified Staff</td>
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<td>Work Schedule: M-F 8:00-5:00</td>
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<tr>
<td>Reports to: Dean for Graduate Biomedical Education</td>
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<td>Percent Employment: 100%</td>
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Reports to: Dean for Graduate Biomedical Education

Direct Reports:

I. Job Summary: The Administrative Assistant will assist in multiple facets in the regular administrative activities of the Masters of Biomedical Sciences (MABS) Program. Primary responsibilities include providing assistance to the Director, Assistant Director, and the Admissions Coordinator of the program.

II. Job Duties:

   1. Assist the Assistant Program Director. Duties include proctoring exams; providing support for myBC postings and ExamSoft for approximately half of the courses each semester; coordinating the faculty advisor program; taking minutes for staff and faculty meetings; aiding faculty with use of the classroom AV system.

   2. Assist the Admissions Coordinator, following established application processing pipeline. Primary duties involve an initial review and voting on all applicants eligible for the program. Secondary duties include scanning, recording, and filing of various admissions documents; assisting with collection and tracking of matriculation documents for accepted students; answering the phone calls and assisting prospective students.

   3. Assist the Dean for Graduate Biomedical Education with the preparation involved for the Appalachian outreach trips associated with the Field Experience course in the program. Duties will include generating rosters for each trip; copying of research materials; coordinating orientation and other meetings for students; inventorying and recording supplies for outreach trips; working with students to organize fundraising efforts.

   4. Perform other duties as assigned.

III. Required Qualifications

   Education: Bachelor’s Degree or equivalent experience.
   Licensure or certification: N/A
   Experience:
   - Proficiency working with computer programs (including Microsoft programs, particularly Excel and Access).
   - Excellent interpersonal skills and maturity.
• Ability to maintain confidentiality of educational file documents.
• Must have a good driving record.

Other skills important to this position:
• Knowledge of how college courses and credit hours are assigned by universities is a must.
• Excellent interpersonal and communications skills.
• Strong team player.
• Commitment to company values.
• Basic computer proficiency.
• Knowledge of general clerical responsibilities.
• Knowledge of (computer) data entry procedures.
• Ability to demonstrate professionalism.

Preferences may be given to applicants who possess a Bachelor's Degree or have previous experience in an institution of higher education.

The 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 required to sit, stand, and ambulate often (independently or with assistance of a device); required to use hearing, hands and vision for classroom teaching and communication as well as for use of office equipment (computers, phones, copiers, and other equipment); and must have excellent communication skills to speak with students, staff, faculty, and the public. The position includes expectations for the employee to lift and/or move items within normal weight (up to 30 pounds) from time to time in the office.

Work environment: Office environment. Outside travel required 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 judgment and discretion regarding matters of significance.

V. VCOM core values: The employee is expected to adhere to all VCOM polices. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected, as
a VCOM employee, to be a person who follows 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 of 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:

Division Officer: _______________________________ Date: ______________

Campus Dean: _________________________________ Date: ______________

President: ______________________________________ Date: ______________