Position Description

<table>
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<tr>
<th>Job Title: Administrative Assistant for the Associate Dean for Biomedical Affairs and Research and the Associate Dean for Medical Education</th>
<th>Date: May, 2020</th>
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<tbody>
<tr>
<td>Departments: Biomedical Affairs and Medical Education</td>
<td>FLSA: Non-Exempt</td>
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<td>Work Location: Louisiana Campus</td>
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<tr>
<td>Employee Category: Classified Staff</td>
<td>Work Schedule: M-F, 8a – 5p</td>
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<td>Reports to: Associate Dean for Biomedical Affairs &amp; Research and Associate Dean for Medical Education</td>
<td>Percent Employment: 100%</td>
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<td>Direct Reports: n/a</td>
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I. Job Summary:

Provide administrative assistance for the Associate Dean for Biomedical Affairs and Research, and for the faculty and staff of the Biomedical Division and coordinate the activities of the Biomedical Division overall in regard to teaching, research and service. The position provides high quality executive support for the Biomedical Division and therefore requires:

- Excellent computer skills in Word, Outlook, Excel, and other programs, and the ability to learn new computer programs in a short period of time. As the position requires some budget work and other data analysis, the ability to use Excel at an advanced level is essential. The ability to use, or learn to use, Microsoft Access is also required. The willingness to learn more about these programs as needed is also a requirement.

- 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. Attention to detail is a critical and keeping up with assigned tasks and departmental needs is essential.

- The position also requires a positive attitude in meeting with faculty, staff, students and the public, sound judgment in dealing with faculty, staff, student and administrative issues, a high level of accuracy and accountability, a high level of confidentiality, and a good sense of discretion.

II. Job Duties:

1. Provides administrative support for the Associate Dean for Biomedical Affairs and Research (50%) and the Associate Dean for Medical Education (50%). Duties include: maintain all relevant information, documents, create reports and perform daily administrative tasks such as answering the phone, coordinating meetings and recording minutes as needed, preparing letters and other communications, and any other activities which may arise to ensure successful operation of the Medical Education and the Biomedical Division by the Associate Dean. Provides similar general administrative support for the Biomedical Faculty and Staff and coordinates their activities with the Associate Deans as needed.
2. Coordinates Biomedical Division and Medical Education Division activities with other Divisions at the LA Campus, and coordinates with counterparts in the Biomedical and Medical Education Divisions at the Virginia Campus, Carolinas Campus, and Auburn Campus.
3. Helps to manage the schedules of the Associate Deans.
4. Provides assistance with Medical Education Budget, Biomedical Budget and LA Campus Research Budget development and expenditure tracking. Logs expenditures for each budget in an Excel workbook. Files and maintains budget related paperwork. Reconciles the Medical Education, Biomedical and LA Research workbook files with Finance Division budget reports on a monthly basis. Prepares budget summaries as needed. Helps with annual budget planning by coordinates with the Biomedical Faculty and Researchers about upcoming budgetary needs.
5. Provides assistance with monthly VCOM credit card log report for the Biomedical and Medical Education Divisions.
6. Assists with development of preclinical academic block calendars and makes necessary adjustments to the calendars for uploading onto the VCOM website.
7. Assists the Associate Deans with College projects to assure preliminary work begins and deadlines are met. Coordinates the participation of Biomedical Faculty and Staff in relevant projects as needed.
8. Assists the Associate Deans with business travel arrangements.
9. Serves as administrator for CITI Training Initiative that provides IRB and Biosafety/Biosecurity training. Coordinates with Medical Education and the IRB to provide student and faculty modules, training schedules, and documentation.
10. Coordinates annual Research Recognition Day. Assists with travel arrangements for visiting speakers and guests, takes the lead on event planning, including physical set up, food service, hanging posters, creating the agenda, coordinating abstracts and making up the meeting abstract book, and related activities. Coordinates with the Director of Continuing Medical Education for CME credit for attending clinicians.
11. Schedules and publicizes Biomedical, Research and Medical Education Seminars for faculty at VCOM and other interested collaborating organizations. Arranges and prepares agenda for these meetings. Organizes and maintains meeting documentation. Arranges for snacks or food as needed.
12. Assists Associate Deans with preparation of individual reports for the Board of Directors meetings and related internal meetings.
14. Works with the marketing office to maintain current information regarding Biomedical Faculty research activities on the VCOM Website.
15. Assists the Associate Deans with Faculty and Staff recruitment. Sets up interview dates for Biomedical or Medical Education faculty and/or staff candidates, helps develops itineraries, assists candidates with travel and lodging needs, coordinates with Biomedical Faculty on interview schedules.
16. Performs other duties as assigned, to ensure the successful operation of the Biomedical Sciences Division and the Department of Medical Education.

III. Required Qualifications:

- Education: A Bachelor’s degree or an equivalent combination of education and/or experience, plus a minimum of five years of relevant professional experience.
Experience:

- Previous work in an academic environment is a strong plus, with highest preference given to individuals with experience working in the medical school environment.
- Previous work with researchers or in a research environment is a strong plus, and experience with research compliance and/or IRB work would be very helpful.
- Excellent professional writing and speaking skills required. Professional communication and interpersonal skills required. Ability to maintain confidentiality and communicate with discretion is critical.
- Intermediate/advanced computer skills required, including: database and spreadsheets (preferably ACCESS and EXCEL), word processing, ability to search the Internet and use e-mail effectively, and ability to adapt to new computer programs as needed.

Other skills important to this position:

- Exhibit professional character and image to positively represent the College.
- Strong team player.
- Commitment to VCOM values.
- Must be highly organized and maintain organization in a fast-paced environment.

Preferences may be given to applicants who have worked in academic environments, has significant experience in administrative support, has significant experience working with research faculty, and/or experience working with research compliance.

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. 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: 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, classroom, laboratory constitute working environments. Outside travel required up 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, while prioritizing duties.
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.

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.

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 and 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 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.

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: ______________

President: _______________________________ Date: ______________