



Position Title: Allied Health Division Administrative Assistant

Reports To: Allied Health Division and Department Heads.

Major Responsibilities: Facilitate course delivery by providing assistance to Allied Health students and faculty in reference to information regarding degree programs, courses, resources, college policies/procedures, and career opportunities, all with the major purpose of helping students attain their educational goals. Perform routine clerical and administrative duties and activities including receiving and handling information. Local travel involved. Complete in timely manner hospital paperwork such as faculty and students roster. The administrative assistant may be required to accompany the Allied Health Division and/or Department Head to meetings.

Specific Duties and Responsibilities:

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and Institutional Effectiveness process.
2. Respond to communications (e-mail, voice mail) on a daily basis.
3. Advises students on course/program selection, including entrance and completion requirements.
4. Informs the students about University's policies and procedures, curricular options and academic program requirements.
5. Assists the students in defining their educational objectives.
6. Provides expertise on the career options in their fields.
7. Works with the students to assess their academic performance and areas of strength to ensure they are consistent with their plans.
8. Assists students in management their study time.
9. Evaluates degree audit to keep track of academic progress.
10. Refers students to all available resources and specifically the tutorials services.
11. Acts as liaison between students and departments/faculty.
12. Provides close supervision to all at-risk students.
13. Support and participate in University Commencement Ceremonies.
14. Performs any special project assigned by the President or supervisor.
15. Continuously oversee actions for improvements at campus level sited in the Academic Advisors' Planning, Assessment, and Implementation Form.
16. Oversee compliance with licensing and accrediting organizations.
17. Participate in the self studies and committees conducted by the university.
18. Acts as liaison between students and departments/faculty.

19. Provides close supervision to all at-risk students.
20. Participates in New Students Orientation.
21. Participate in the self-studies and committees conducted by the University.
22. Support and participate in University Commencement Ceremonies.
23. Performs any special project assigned by the President or supervisor.
24. Perform other duties as assigned

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

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