



POSITION: PROGRAM SECRETARY

DEPARTMENT: PA MEDICINE

Position Summary: Under general supervision, performs a range of administrative support activities for the Physician Assistant Program.

RESPONSIBILITIES

- Greets and answers visitor questions or directs them to the appropriate person.
- Answer the telephone and provides information, takes messages, or routes the call to the appropriate individual. Retrieves program voice mail and responds or forwards as appropriate.
- Perform desktop publishing duties by creating and developing visual presentations for the Program.
- Design and draft general correspondences, memos, charts, tables, graphs, signs, etc. Proofread copy for spelling, grammar, and layout, and makes appropriate changes.
- Serve as a recording secretary for assigned committee meetings. Ensure that all participants have a meeting agenda and remind attendees of meeting schedules. Attend meetings and takes, transcribes, and distributes minutes.
- Organize, coordinate, and schedule complex activities such as faculty/staff travel arrangements including itineraries, briefing materials, appointments, and arrangements for conferences and lodging. Follow-up and track purchase orders or expense reports involved.
- Deliver outgoing mail and pick up the incoming mail in the morning and in the afternoon. Open the mail, date stamp, and route mail to appropriate personnel.
- Maintains databases of student contact information and on-line calendar.
- Arrange meetings and special events (graduation, receptions, etc.) as needed by reserving meeting space, arranging food service (if needed), and working with the Facilities for room set-up (if needed).
- Utilize office and web-based software to facilitate communications with applicants, students, staff, and faculty.
- Work with the Didactic Coordinator to ensure all preparations, delivery, and evaluations are in order for learning activities conducted by guest lecturers and adjunct faculty.
- Works with the Admissions Coordinator, helping process applicant data.
- Organize and coordinate program alumni events.
- Perform other duties as may be assigned from time to time.



QUALIFICATIONS

- Bachelor's degree preferred
- Strong interpersonal and communication skills that are collaborative and customer service oriented
- Exceptional organizational skills
- Ability to organize, prioritize, and problem solve
- Computer literacy including proficiency with MS Office software and Internet computing skills
- Attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines
- Mastery of the English Language
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with biblical model
- Cooperation - Openly shares information, knowledge and expertise with co-workers and cooperates with other members to achieve the workgroup's goals; puts the interest of the University/unit ahead of accomplishing individual goals.
- Service Orientation - Understands the perspective and requirements of the customer, both internal and external; does what it takes to serve the customer to meet or exceed their expectations and anticipates future needs of the customer.
- Dependability - Consistently takes responsibility for completing work on time and follows through on commitments; acts with integrity and trustworthiness.
- Confidentiality - Understands and respects University policy and state and federal regulations concerning the restrictions of information disclosure.
- Read and comprehend instructions, short correspondence, and memos.
- Ability to maintain records.
- Ability to understand and follow specific instructions and procedures.
- Word processing and/or data entry skills.
- Computer skills required. Familiarity with MS Word and Excel preferred.
- Ability to prepare and print routine correspondence, labels, and/or other basic written material.
- Skill in the use of operating basic office equipment.
- Ability to maintain calendars and schedule appointments.
- Receptionist skills.

PHYSICAL REQUIREMENTS

- Visual Abilities: Read reports, create presentations and use a computer system.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling, Write, type and use the telephone, copier, and computer systems.



- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, Pulling, Pushing: Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

WORKING RELATIONSHIPS

This position is a full-time non-exempt position in the department of PA Medicine The Program Secretary reports to the PA Program Director.

WORK SCHEDULE

The work schedule for this position will be Monday through Thursday, 8:30 a.m. – 5:00 p.m., and Friday 8:30 a.m. – 12 p.m. Summer hours may vary. Office hours are subject to change as deemed necessary. Occasional work on Saturdays and evenings may be required.

TRAVEL

Some travel is required in the community, as needed.

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.