

TOURO COLLEGE

JOB POSTING

Administrative Assistant-Occupational Therapy

Reports to: Associate Director/Program Director/Department Chair
Status: Full Time
FLSA: Non- Exempt
Location: Bayshore, Long Island

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

The Administrative Assistant is responsible for the day to day operation of the Occupational Therapy Program's office, including all clerical duties, at the designated campus.

JOB RESPONSIBILITIES:

The duties and responsibilities include administrative, and duties related to recruiting, but are not limited to the following:

- Coordinating office tasks including program and department reports, projects and manuals
- Handling incoming calls and redirecting calls as necessary
- Maintaining program calendar and schedule to support operations for regular program activities including orientation, booklists, faculty and course evaluations
- Receiving, organizing and dissemination of mail
- Managing office correspondence, data entry, copying, filing and establishing and maintaining confidential files and material
- Greeting and providing assistance to visitors and students
- Assisting with coordination of special events for the program, such as program orientation, graduation, workshops, advisory board meetings
- Serving as liaison between program and Touro College offices, such as the Office of Student Records, Payroll, or Human Resources
- Assigning work and supervising work study student/student workers
- Requesting, listing and notifying students and faculty of classroom and meeting room assignments

- Preparing and disseminating class rosters, attendance forms, grade sheets, course/instructor evaluations to faculty each semester
- Preparing booklist prior to each semester and disseminating list to students, chair, faculty and site librarian
- Maintaining sign out/sign in book for the program site videos, lab equipment, and testing equipment on site
- Updating of inventory list for each new piece of office equipment, education video's, testing materials, or laboratory equipment
- Assigning lockers with lock combinations and keys, and maintaining up to date records of student locker assignments
- Copying of course syllabi, handouts and preparation of class packets
- Maintaining files of course syllabi, handouts, exams, and assignments by academic year and course number
- Assisting other occupational therapy and health science's program administrative staff, including fieldwork secretary in the completion of time sensitive documents, projects and materials as needed
- Maintaining file of current catalogs for all vendors
- Preparing and submitting requisitions for all supplies for site specific program, including supplies for office, classroom, and teaching labs
- Checking received orders for accuracy, inventory and that they are securely stored
- Maintaining program statistics such as number of full-time/part-time faculty, students within the program, number of graduates, and alumni
- Maintaining, filing, and updating of information required by accreditation and state registration
- Monitoring and submission of program's petty cash funds

Duties related to student recruitment:

- Answering all inquiry calls and forwarding to Admissions Dept if required
- Mailing program information to prospective students
- Greeting potential applicants arriving for admissions interview
- Starting a departmental file on each applicant
- Collaborating with program's admission committee to establish applicant interview schedules and notifying applicants
- Assisting with College transfer fairs
- Completing annual revision and mailing of "welcome" letter and packet to incoming students per Associate Director and Program Director/Department Chair advisement

When agreed upon and assigned by both the Associate Director and the Department Chair/Director, the following added responsibilities may be assigned to the Administrative Assistant. These are considered over and above the day to day job duties as the responsibilities carry over both Bay Shore and Manhattan campuses

Purchasing –

- Entering and monitoring of all program sites' purchase requisitions

- Monitoring of budget/account code sums based on requisitions submitted and approved
- Liaison with appropriate School/College departments for monitoring of requisitions and delivery of purchased items
- Submission of forms for vendor payment

Appointment forms -

- Verifying procedures and documents required for appointment
- Typing, copying, filing, maintenance and submission of appointment forms for faculty and staff; follow up with various offices and payroll

Fieldwork -

- Entering, maintenance and updates of fieldwork agreement information into fieldwork data base; notifying academic fieldwork coordinators
- Collating and dissemination of fieldwork related mailings as approved and requested by academic fieldwork coordinators

REQUIREMENTS:

Education, Preparation, and Training

- Associate Degree, Bachelor's degree preferred

Skills

- Strong interpersonal skills
- Excellent organization and time management skills
- Ability to prioritize workload according to volume, urgency etc.
- Ability to input data, and work with computer software programs
- Familiarity with office equipment
- Ability to learn and utilize new software and computer programs

Physical Demands

- Extensive use of computers
- Extensive time sitting and standing
- Ability to lift 5 pounds

Computer Skills

- Proficiency in Microsoft Office Suite, Internet research and Outlook

Travel

- Minimal/Occasional travel

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Administrative Assistant-Occupational Therapy"

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments