

TOURO COLLEGE

JOB POSTING

Administrative Assistant Graduate Education

Reports to: Deputy Chair
Status: Full Time
FLSA: Exempt
Location: Bay Shore

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 oversees and manages all clerical office procedures and other tasks as assigned by the Deputy Chair

JOB RESPONSIBILITIES:

Assists in office management for department to include, but not limited to the following:

- Maintains office calendar and scheduling of students' appointments
- Maintains confidentiality in all aspects of student and staff information
- Distributes all admission and registration materials to students at time of appointment, mail and email
- Interacts well with students, staff and faculty
- Answers telephones and direct calls to appropriate person
- Opens, sorts and distributes incoming correspondence, including faxes
- Signs for and distributes UPS/FedEx or similarly delivered packages
- Performs general clerical duties to include, but not limited to copying, faxing, and filing
- Files and retrieves students' admissions documents and records
- Creates and maintains documents such as payroll spreadsheets, excel lists, schedules, letters and written communication
- Sets up and coordinates meetings and maintains room assignment schedules
- Writes purchase orders and maintain inventory of office equipment and supplies
- Arranges for the repair and maintenance of copier and order copy paper
- Assists in special events, such as open houses, registration events and graduation

- Other duties as assigned by the Deputy Chair

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's degree preferred or equivalent experience
- At least 3 years experience in general office responsibilities and procedures

Skills

- Strong writing and verbal skills
- Ability to follow oral and written instructions
- Ability to work well either alone or part of a team
- Must be able to multi-task and prioritize work

Physical Demands

- Extensive Use of Computers
- Extensive time sitting and standing able to use stairs
- Able to lift up to 5 lbs.

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook

Travel

- N/A

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-Graduate Education"

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