



ANNOUNCEMENT OF POSITION VACANCY **Professional Staff Assistant – Health Sciences**

SUMMARY: The Professional Staff Assistant - Health Sciences develops, coordinates the daily operations and public relations of the Health Sciences Department by providing administrative assistance to the Director of Health Sciences and to multiple program directors, researching policies to assure program compliance with regulatory agencies, responding to student and faculty concerns, maintaining course records and assisting with preparation of syllabi, tests, and course materials.

Some of the Assistant's **essential duties and responsibilities include:**

- Provides professional assistance to the Director of Health Sciences and to five program directors of Nursing, Radiologic Technology, Emergency Medical Technician, and Medical Laboratory Technology, and Surgical Technologist programs.
- Researches regulatory policy of the state Board of Nursing, all health science accreditation agencies, external grant agencies, and clinical agencies for placement of health science students and to maintain compliance.
- Initially responds to student and faculty issues according to departmental and university policies and procedures.
- Supervises and manages the daily operations of the Health Sciences office. Schedules and monitors appointments, prepares project reports for meetings and events, answers routine inquiries, prepares information packets, and provides assistance in ensuring the professional image of the Health Sciences Department.
- Serves as resource for general public, students, faculty and other departments. Controls office workflow, exercising substantial judgment and working with minimal supervision.
- Provides professional assistance to the Health Sciences faculty, including maintaining course records of students, immunization, background checks and hospital requirements for clinical settings. Supervises work-study students and schedules time appropriately.
- Identifies activities, events or public media items that require public comment regarding the health science programs.
- Develops appropriate materials and provides assistance to program directors for activities, events, and public media requests.
- Reviews, analyzes and comprehends sensitive and legal/confidential materials in the function of this office.
- Advises and handles dissemination and coordination of such matters, utilizing correct protocols.
- Coordinates the AmeriCorps program for health sciences students, including arrangements for orientation meetings, supervision of staff data entry and regulatory compliance.
- Plans, organizes and arranges for the hosting of various meetings, events or activities sponsored by, or involving the health sciences programs. This includes arranging for facilities, speakers, room accommodations, meals and general coordination of the specific events or activities.
- Manages travel arrangements for Department Head and faculty, including making travel plans and preparation of travel budget forms.
- Supervises student staff in Health Sciences Department.

REQUIRED EDUCATION & EXPERIENCE:

- Bachelor's degree from an accredited college or university
- Minimum of two years' experience in office/project management.
- Experience in writing and editing; excel, forming and maintaining data banks.
- Excellent interpersonal skills and a natural comfort with groups of faculty, staff and students

DESIRED QUALIFICATIONS/EXPERIENCE:

- Experience in a direct support relationship in an institution of higher education or similar type organization.
- Experience in a health science or medical setting

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by October 23, 2015.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Professional Staff Assistant – Health Sciences
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.