

# **Administrative Assistant, Academic Office**

Middle Tennessee School of Anesthesia

## **Job Summary**

- Competent performance of assistant/secretarial duties for the Dean, Program Administrator, and Assistant Program Administrator.

## **Qualifications**

- Minimum of an AS in office administration; Baccalaureate degree preferred
- Minimum of two (2) years of experience in an office setting
- Proficient in computer skills, including Office 365, MS Outlook, Word, Excel, Power Point
- Excellent organizational, communication and interpersonal skills are essential
- Ability to compose clear and concise correspondence independently or from oral or written instructions with thorough knowledge of grammar, spelling, vocabulary and punctuation, creativity with newsletter production, and data base management

## **Responsibilities**

- Supports the Dean, Program Administrator, and Assistant Program Administrators
- Maintains documentation, and is recording secretary for the School Life Committee
- Assists with scheduling meetings and appointments
- Assists with maintaining student handbooks
- Assists with various other School projects and events
- Stays up-to-date on U.S. Dept. of Education Clery Act policies as they relate to MTSA
- Disseminates Annual Security Report (i.e., students, faculty, staff)

## **Reporting**

- Reports to the Dean and Program Administrator

## **Committee Involvement**

- School Life Committee, recording secretary

## **Terms of Employment**

- Full time employment by MTSA

## **Contact**

- Maria Overstreet, Dean, Middle Tennessee School of Anesthesia at (615) 732-7893 or [m.overstreet@mtsa.edu](mailto:m.overstreet@mtsa.edu).