

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.

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

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.