Touro University California, a rapidly growing university offering graduate programs in health sciences and education, has an excellent opportunity for an Administrative Coordinator for Touro University College of Osteopathic Medicine in California (TUCOM) on our Mare Island campus. The university is part of the Touro College and University System and is located on the northern tip of San Francisco Bay in Vallejo, California. Touro University California is an independent, non-profit Jewish-sponsored institution. It has 1,403 students in three graduate professional colleges (Osteopathic Medicine, Pharmacy, Education and Health Sciences).

Reports to: Senior Associate Dean of COM

POSITION DESCRIPTION:
The Administrative Coordinator provides the highest level of administrative and secretarial support to the Senior Associate Dean’s office and its personnel. He/She acts as the initial point of contact for both internal and external matters. He/She researches, prioritizes, and follows up on multiple issues and concerns addressed to the Senior Associate Dean, including those of a sensitive and/or confidential nature. He/She uses initiative and discretion in making determinations on varied problems and situations regarding issues of importance to the office. He/She assists the COM Project Manager and Executive Assistant to the Dean as assigned and provides support to the Dean in the absence of the Executive Assistant to the Dean.

SPECIFIC RESPONSIBILITIES:
This Position Description is intended to be an outline of the primary responsibilities for this position and may not encompass all of the duties that an individual employee may be asked to perform. This Position Description is subject to change without advance notification. Other duties to be assigned as necessary.

Broad Responsibilities
- The Administrative Coordinator is responsible for providing the day-to-day administrative support for the effective operation of the Senior Associate Dean’s office and the Dean’s office in the absence of the Executive Assistant to the Dean.

Specific Responsibilities
- Provide assistance in resolving administrative questions and issues that do not require the personal attention of the Senior Associate Dean; act in an administrative liaison capacity on the Senior Associate Dean’s behalf.
- Follow-up on status of assignments with department faculty and staff.
- Arrange travel for the Dean, Senior Associate Dean and office staff upon request. Process
and submit financial documents such as travel requests and reimbursement paperwork for
the office.
• Read and screen incoming correspondence and reports as requested; make preliminary
assessment of the importance of materials.
• Provide administrative support for Graduate Medical Education programs within the OPTI
as defined by the Senior Associate Dean and Project Manager.
• Receive and screen incoming calls and visitors; evaluate requests and inquiries; determine
which are priority matters and alert the Senior Associate Dean accordingly; make decisions
to contact the Senior Associate Dean at off-site locations in critical situations; make
referrals to appropriate administrative staff or provide requested information as
appropriate.
• Facilitate the Senior Associate Dean and or the Dean’s calendar to schedule appointments
and engagements; arrange conferences and meetings; make travel, lodging and meeting
room arrangements including refreshments and other amenities.
• Prepare agendas and take minutes at committee meetings as assigned; assure minutes and
other pertinent materials are prepared and distributed; maintain official records of such
meetings in the form of tapes, minutes or other media.
• Compose correspondence and prepare administrative reports and/or financial records.
• Assists the Project Manager in the projects of the Senior Associate Dean’s office as assigned.
• Work with the Continuing Medical Education Coordinator to maintain professional
development documentation for faculty and adjunct faculty and process upon request.
• Organize and maintain confidential records and files for the Senior Associate Dean’s Office;
ensure the security of privileged information in accordance with local protocol; authorize
access to information as appropriate.
• Act as liaison between the Senior Associate Dean’s Office and the Student Doctors.
• Provide daily support for the Dean in the absence of the Executive Assistant to the Dean.
• At the direction of the Senior Associate Dean, assist the COM Project Manager, Executive
Assistant to the Dean and others with special projects, events, and other needs as they
arise.

SUPERVISORY RESPONSIBILITIES:
• Not Applicable

QUALIFICATIONS:
• High School Diploma or GED
• Additional formal education, preferred
• Three years at the Executive Assistant level or equivalent experience

CORE COMPETENCIES:

• Ability to provide administrative assistance and secretarial support to an executive at
the highest level such as a college/university Senior Associate Dean and/or Dean.
• Ability to assimilate information particular to academic settings, and specifically in a
College of Osteopathic Medicine environment.
• Proficient computer and office equipment skills.
• Advanced verbal and written communication skills and the ability to work with a variety of constituencies in a diverse setting.
• Event planning experience.
• Knowledge of budget and fiscal management as it relates to processing purchasing requests/orders.
• Ability to effectively and efficiently handle multiple tasks simultaneously.
• Ability to work in a group as a team

Salary is competitive and commensurate with background and experience. Letters of application and resume should be directed to:

Search Committee
Email: Apply@tu.edu
Subject: Your Name, Administrative Coordinator, Dean’s Office
or Mail: Touro University California
1310 Club Drive Vallejo, CA 94592

For more information please visit our website http://hr.tu.edu/employmentops/

Touro University California is an Equal Opportunity/Affirmative Action Employer
Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 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 within the Touro College and University System. For further information on Touro College, please go to:
http://www.touro.edu/media/

8/16/12