

# MISSISSIPPI COLLEGE PHYSICIAN ASSISTANT PROGRAM

## JOB DESCRIPTION AND SPECIFICATIONS

**JOB TITLE:** *PA Department Administrative Assistant*

### ESSENTIAL FUNCTIONS:

#### A. Administrative

1. Provide direct administrative support to the Chairman, Department of PA Studies.
2. Manage the overall day-to-day administrative operations of the PA Program.
3. Manage and prioritize workflow and organize activities such as interviews, open houses, on-campus weeks, white coat ceremonies, etc.
4. Assist with compilation of accreditation reports, handbooks, and Program requirements, completed in accordance with established deadlines.
5. Complete any travel or other necessary arrangements for conferences, site visits, and other University-related trips.
6. Assist the PA Department Chairman in faculty member searches. Ensure interviewee packet and itinerary are provided to appropriate individuals. Make and/or confirm travel, hotel, and interview times with interviewee.
7. Maintain PA Program historical archives and acts as the Mississippi College PA Program representative for the Society for the Preservation of Physician Assistant History.
8. Produce routine PA Program correspondence, reports, and projects as assigned.
9. Schedule, set up, attend, take minutes, and produce agendas for Program meetings, Advisory Board meetings, and other committee meetings as needed.
10. Maintain the overall Program calendar and keep everyone updated of changes.
11. Provide administrative assistance to PA faculty members and instructors as needed.
12. Ensure all forms and documents are submitted to accounting and human resources for adjunct instructors and guest lectures.
13. Provide required textbook list with total number of active students to the Bookstore Manager.
14. Order desk copies of upcoming semester textbooks for faculty and instructors as needed.
15. Enroll new students in Banner, schedule classes, and ensure status is current.
16. Enter and update appropriate databases with current addresses, phone numbers of matriculating and graduating students.
17. Arrange vendor for students to order scrubs and lab coats.
18. Assist with planning and implementing the White Coat Ceremony, Awards Banquet, and other events with appropriate facilities, materials, and vendors.
19. Provide the University with necessary graduation information for the PA graduating class. Assist with the PA portion of the Mississippi College graduation ceremonies.
20. Complete Certification of Program Completion certificates, student in good standing letters, verification of graduation letters for graduates, etc. as needed.
21. Fax or mail reference requests from faculty members for graduates seeking employment.
22. Establish, file, and maintain Program and student files in accordance with University and ARC-PA standards.

23. Update and duplicate all faculty, staff, and student documentation (i.e. change of addresses, name change, diplomas, etc.) when necessary for files in both the department and official University offices where appropriate.
24. Order office supplies and equipment in accordance with University policy for the Department.
25. Assist the Department Chair with the Program budget.
26. Perform other administrative duties as assigned by the Department Chairman.

#### **OTHER RESPONSIBILITIES**

1. Answer telephone and receive visitors, students, University faculty and staff for the Program within the office area.
2. Forward calls or direct individuals to the appropriate offices or University personnel.

#### **DESIRED QUALIFICATIONS:**

Minimum two years of college  
Appropriate administrative skills  
Knowledgeable with Microsoft Office programs  
Appropriate database management skills  
Appropriate written and verbal communication skills  
Type at least 45 wpm with minimal errors

**Reports To:** Chairman, Department of PA Studies