

MISSISSIPPI COLLEGE PHYSICIAN ASSISTANT PROGRAM

JOB DESCRIPTION AND SPECIFICATIONS

JOB TITLE: *Administrative Assistant to PA Program Director*

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 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 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 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. Finalize didactic year schedule for Director of Preclinical Education prior to semester starts.
14. Provide required textbook list with total number of active students to the Bookstore Manager.
15. Order desk copies of upcoming semester textbooks for faculty and instructors as needed.
16. Enroll new students in Banner, schedule classes, and ensure status is current.
17. Enter and update appropriate databases with current addresses, phone numbers of matriculating students.
18. Arrange vendor for students to order scrubs and lab coats.
19. Assist with planning and implementing White Coat Ceremony, Hooding Ceremony, and other events with appropriate facilities, materials, and vendors.
20. Provide the university with necessary graduation information for the PA graduating class. Assist with PA portion of the Mississippi College graduation ceremonies.
21. Complete Certification of Program Completion certificates, student in good standing letters, verification of graduation letters for graduates, etc. as needed.
22. Fax or mail reference requests from faculty members for graduates seeking employment.
23. Establish, file, and maintain program and student files in accordance with university and ARC-PA standards.

24. 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.
25. Order office supplies and equipment in accordance with university policy for the department.
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 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