

The Institute for Innovative Technology In Medical Education
Job Description: Administrative Assistant

Company: The Institute for Innovative Technology In Medical Education (iInTIME), a 501(c)(3), specializes in computer-assisted instruction in the field of medical education. iInTIME products fall under the MedU umbrella where medical education crosses core disciplines, time, and distance, empowering medical educators to collaborate and educate tomorrow's physicians in today's health care environment. Subscriptions to MedU are offered to individuals and institutions throughout the United States and Canada.

Mission: The mission of the Institute for Innovative Technology In Medical Education is to advance medical education through the collaborative development, maintenance and research of innovative and comprehensive computer-based programs.

Position: Administrative Assistant

Classification: Full-time, non-exempt (40 hours per week with occasional overtime required)

Work Hours: Standard office setting. Occasional evening and weekend meetings. Travel may be required.

Hourly Rate: \$12.50 - \$22.14

Responsibilities: The Administrative Assistant reports directly to the Business Manager working collaboratively in a team environment.

The Administrative Assistant's responsibilities and requirements include, and are not limited to, the following:

iInTIME PRODUCTS DEVELOPMENT: The Administrative Assistant will:

- assist with the web site content management system;
- assist with the exam scoring system;
- assist with the clerical requirements for marketing materials;
- perform standard office duties inclusive of maintaining databases, answering the phone, typing letters, filing, scanning, generating weekly meeting agendas, and managing and maintaining the organizational meeting calendar;
- assist with meeting planning and travel arrangements;
- manage office supply inventory; and
- perform light bookkeeping duties.

USER SUPPORT: The Administrative Assistant will provide timely support to students and faculty resolving problems internally and regularly reporting any software issues to the upper management.

DATABASE MANAGEMENT: The Administrative Assistant will be required to enter, maintain, manage and report any and all required data, learning applications specific to the company.

COMMUNICATIONS. The Administrative Assistant will routinely inform senior management of his or her activity, issues, and potential issues relating to the daily operation of the company.

ADDITIONAL FUNCTIONS. The Administrative Assistant will perform such duties in addition to project management functions as the need arises or as senior management

may request.

Skills:

HUMAN RELATIONS: The Administrative Assistant must have strong written and verbal communication skills with the ability to work with diverse populations in a professional setting against tight deadlines, continually demonstrating a commitment to exceptional customer service.

TEAM ORIENTATED: The Administrative Assistant must be willing and capable of working in a team-oriented environment possessing the ability to successfully balance independent professional demands with the demands of the project team in meeting required dead lines. The applicant for the Administrative Assistant position should be energetic and adaptable, with a willingness and ability to learn new skills; and possess the ability to successfully manage simultaneous multiple tasks.

OFFICE PRODUCTIVITY: Familiarity with general office productivity software required: Microsoft Office products, email and Internet applications. Other computer skills desirable to perform the responsibilities of the position, including database management with Web site design and maintenance.

Private means of transportation is required. Light lifting required.

Minimum

Requirements: College degree.