

HEALTH SCIENCES ADMINISTRATION PROGRAM ASSISTANT

Permanent – 40 hrs/week

Position Description: Health Sciences Administration provides a systematic way across its ten reporting units to meet the needs of the UW mission by: building capacity and outstanding infrastructure; advancing collaboration, cooperation and compliance, integrating Health Sciences into the UW mission, and overseeing strategic initiatives. This position will directly contribute to creating and sustaining a culture of service, accountability and excellence with Health Sciences Administration.

Under the supervision of the Program Support Supervisor the HSA Program Assistant performs a variety of complex clerical tasks that support the program activities of the HSA management and leadership team. The HSA Program Assistant will have direct contact with reporting personnel, clients (including director level and dean level staff), the public, and all partners of Health Sciences Administration. Programs supported will include AAALAC, the UW Healthcare Component Compliance Group, the Magnuson Scholar program, HSA Shared Services, and the health sciences affiliation agreement program.

Duties and Responsibilities:

- Responsible for calendar coordination and scheduling for HSA team members as assigned
- Reserves appropriate rooms and equipment for varied HSA meetings, events and activities
- Participates in meeting set up, monitoring and clean up
- Receives, responds to, and documents inquiries via phone, email and in person
- Uses Microsoft Office Suite and graphics software to support website and presentation activity (Word, Excel, Outlook, Visio, PowerPoint, Adobe Acrobat, familiarity with HTML/WordPress and Photoshop preferred)
- Uses graphics software and makes recommendations regarding appropriate display of graphic information
- Lead responsibility for keeping the HSA website current
- Lead responsibility for keeping the HSA hallway monitor current
- Lead responsibility for keeping the HSA SharePoint
- Performs complex word processing tasks such as merging and sorting, integrating text with graphics, and spreadsheet files
- Uses online tools such as Doodle and Catalyst to collect and collate information for the Program Support Supervisor, Compliance Specialist, Organizational Development Specialist, Assistant Director, Director and Executive Director as needed
- Extract and compile statistical data from source documents
- Performs uploading and downloading and computer inquiries
- Prepares documents as requested
- Proofread material, correcting for sentence structure, spelling, grammar, and punctuation
- Provides coverage for Program Support Supervisor activities as needed
- Serve as a primary contact for AAALAC, UW Healthcare Component Compliance Group (UWHHCG)
- Coordinate arrangements for AAALAC, UW Healthcare Component Compliance Group meetings and recognition events

- Compile and distribute information relative to program activities, including taking minutes at assigned meetings, creating and distributing drafts for final review, sends meeting reminders, providing program support (ex. AAALAC, UW Healthcare Component Compliance Group)
- Serve as secondary point of contact for Magnuson Scholar Program provide information regarding program policies and activities; perform a variety of public relations functions
- Compose correspondence for the Magnuson Scholar Program, printed materials, and/or news releases related to program policies, procedures, and operations; edit materials for accuracy, appearance, readability, and style
- Draft routine forms and letters; assemble reports, enter and retrieve data
- Assist with data entry, project tracking and office organization
- Operates office equipment: computers, scanners, audiovisual, telecommunications equipment, copy and fax machines.
- Ability to work well independently and in collaboration with a diverse staff in a professional setting
- Ability to work effectively and with sensitivity and discretion in a professional office environment
- Ability to maintain professional tact and confidentiality across scope of responsibilities
- Perform duties in an efficient, professional and courteous manner.
- Performs related duties as required.

Additional Duties:

1. Provides support for HSA records management and retention and systems including filing, scanning, archiving
2. Manages HSA internal records and responsible for gathering and submitting responsive records to the Office of Public Records and Open Public Meetings when a public records request is received by the Executive Director and Program Support Supervisor. Completes related tasks and projects as delegated.
3. Support initiative projects as assigned (i.e. Transforming Administration Project (TAP), HR/P, Shared Services)
4. Support Program Support Supervisor and assist during a variety of public relations functions, including the Magnuson Scholar Program, HSA Quarterly Supervisor trainings, and other events as assigned
5. Primary clerical, technological, and formatting support for Organizational Development Specialist (ODS)
6. Maintains equipment and environment of conference room
7. Trained in HSA travel coordination process to provide travel support to office personnel as needed
8. Trained in receiving and processing documents for the Executive Director's signature, and the timely distribution to appropriate contacts or units. Provides backup support to Program Support Supervisor as needed.

Requirements:

- Reliable and consistent attendance and punctuality
- Demonstrated customer service excellence
- Ability to consistently meet deadlines

- Attention to detail
- Strong organizational skills
- Ability to embrace change and remain flexible with a positive attitude
- Strong interpersonal and professional communication skills
- Ability to multitask multiple projects concurrently under deadline pressure and changing priorities
- Office equipment proficiency: multi-line phones, copiers, scanners
- Understanding of political sensitivities surrounding animal model researchers.
- Software proficiency: word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading and downloading
- Familiarity with current web content-publishing standards, systems, tools, and software

Education/Experience:

High School Degree or equivalent AND two years of applicable clerical experience OR equivalent education/experience.

Desired:

Familiarity working in a Shared Services environment.