Academic Administrative Assistant – Graduate Health Studies Programs

Franklin College is seeking to fill an Academic Administrative Assistant assisting the Graduate Health Studies Programs. This is a full-time, hourly, non-exempt 12-month position, expected to work 32 hours per week reporting to the Director of Athletic Training Program and Director of Physician Assistant Studies Program. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college.

RESPONSIBILITIES

- Provide administrative support for both graduate health science programs
- Assist program clinical coordinators by communicating with clinical sites and organizing clinical rotation information by entering data and tracking required paperwork and contractual requirements
- Track clinical preceptor information in databases
- Create summary reports from databases
- Assist with the admissions process of each graduate program including initial application review, completing PA admission checklists, and gathering/organizing data for recruitment
- Assist with the accreditation processes as they relate to each graduate program, such as compiling information, organizing documentation, and creating reports
- Assist with filing and tracking student information and documentation
- Track student academic status and curricular progression, including tracking of grades
- Assist with college-wide events and activities pertaining to academic affairs, as called on
- Lead social media for both programs including submission requests for website updates
- Assist with marketing and recruitment strategies for both programs

REQUIREMENTS

- High School Diploma or equivalent required, Bachelor’s degree preferred
- 3-5 years of secretarial/administrative support experience preferred
- Experience in higher education a plus
- Experience with Microsoft Word, Excel and working in databases
- People skills – must be able to promote a positive image of the College by greeting and receiving students, faculty, staff and visitors.
- Computer proficiency – familiar with Microsoft Word and Excel; and online databases
- Possess strong oral and written communication skills
- Excellent organizational skills.
- Ability to interact effectively with master’s level students.
- High level of interpersonal skills to handle sensitive and confidential information with professionalism

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link – Franklin College Staff Application

Contact Human Resources with additional questions.
Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.