



Position: Administrative Assistant for the Associate Dean of Biomedical Sciences
Department: KYCOM

The University of Pikeville and Kentucky College of Osteopathic Medicine (KYCOM) is seeking an Administrative Assistant for the Associate Dean of Biomedical Sciences. KYCOM is ranked #2 by US News and World Report in medical schools with the most graduates practicing in rural areas and #11 in medical schools with the most graduates practicing primary care. With nearly 550 students, faculty and staff are committed to teaching and learning, innovation, and the success of medical education.

Responsibilities:

Primary:

- Provide clerical support for the educational activities of the ADBS.
- Schedule appointments and take messages as needed for the ADBS.
- Prepare and file all correspondence required of the ADBS.
- Attend all Biomedical Science Faculty Meetings; take minutes, develop and disperse minutes.
- Process and complete Check Request Forms, Expenditure Report Forms, and Purchase Order Forms for the ADBS.
- Assist ADBS in preparing and tracking Biomedical Science budget and expenditures.
- Organize, plan, and prepare meetings, luncheons, etc. for the ADBS as needed.

Secondary:

- Assist new Biomedical Sciences faculty members by submitting key requests, creating mailboxes, and procuring office furniture and equipment as needed.
- Submit requests for office supplies and/or office equipment for faculty and staff.
- Access, complete and submit work maintenance orders for repairs, moves, etc.
- Perform other record keeping as needed by the institution.
- Work cooperatively with the Administrative Assistants for Academic Affairs and Clinical Sciences.
- Collect and distribute mail from the campus post office for all KYCOM faculty/staff on a rotating schedule with other administrative assistants.
- Provide Administrative Support for the Konica Copier Equipment for KYCOM.
- Perform other duties as assigned.

Education/Skill Requirements:

- Bachelor's Degree preferred.
- Previous Administrative Assistant experience preferred.
- Must have excellent written and verbal communication skills.
- Must have excellent computer skills with efficient knowledge of Microsoft Word, Excel, Outlook, and PowerPoint.
- Must have the ability to multi-task, prioritize assignments, and meet deadlines.

Relationships:

Position requires daily contact with administrators, faculty, staff, students, campus departments, adjunct clinical faculty, and hospital staff in order to perform duties and responsibilities. These relationships are maintained through email, telephone, written, and person-to-person contact.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.