Administrative Assistant-Allied Health Director

Gogebic Community College seeks candidates for a full-time Administrative Assistant to the Allied Health Director. The College offers a generous salary and benefits package. This position is responsible for organizing and managing the office to assure efficient and effective office operations for the Allied Health Department and providing support to the Allied Health Director. The successful candidate will be a dynamic individual with strong interpersonal skills, organizational skills and have the ability to multi-task. It is important that there is recognition, acceptance, and adherence to the community college mission and philosophy from our candidate.

This position does not require any medical knowledge.

**Essential Duties and Responsibilities:**

- Receive all campus phone calls, provide information and refer calls to proper staff members/departments and take messages. Answer inquiries requiring a knowledge of departmental procedure and operations, exercise discretion at giving information.
- Provide communication to students and agencies via email, written, fax, phone, or mail.
- Sort, process, and distribute all campus mail to proper personnel both in the Department and in the college’s mailroom.
- Assist the Allied Health Department in setting up, processing, maintaining, and documenting in all faculty, student and accreditation required files.
- Prepare meeting minutes, letters, reports, schedules, surveys, purchase requisitions, check requests, adjunct payroll, and other necessary documentation for the Allied Health Department.
- Generate and distribute detailed clinical rotation schedules to agencies, faculty, and other parties involved for all clinical rotations for students.
- Make arrangements for events such as resource days, conferences, and meetings by notifying attendees, arranging meeting places, making certain reservations and arrangements have been made for food service and other details.
- Monitor state registry websites for completion/passage of licensure/certification examination.
- Proctor student exams.
- Perform other duties as assigned.

**Ability to:**

- Maintain accurate records.
- Provide excellent customer service.
- Use Microsoft Office Suite (Word, Excel).

**Education Required**
Associate’s Degree required.

**Experience Preferred**
Minimum 2-3 years of experience in office work.

**Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use a computer, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

The employee is required to travel to Houghton occasionally, as well as occasionally go off campus to obtain supplies.

**Don’t just work here... Live here.**

**About Our College:**
Gogebic Community College is more than a place to work. It’s a place to be.

As an Aspen Award finalist and the premier provider of quality two-year education in Michigan’s Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality.

Gogebic supports more than 1,000 students with small class sizes and an outcome-focused philosophy.

Gogebic Community College’s “Go BOLD” motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

**About Our Region:**
A few miles north of ordinary lies the Upper Peninsula’s Gogebic region.

Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan's last unspoiled gems.

**A Bold Place to Work…**
- Gogebic is more than a community college… It’s a college community—known for supportive leadership and dynamic, down-to-earth employees.
- A community institution at the heart of our region’s workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond.
Combining high standards with a “serving the top 100%” approach, Gogebic Community College is a place to make a stand for your career…and make a difference in the lives of students.

A Bold Place to Ski…

- Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC’s nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

A Bold Place to Be…

- The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself.
- Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture.
- Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest.
- With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

Gogebic’s Mission

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

Application Process

Review of applications will begin immediately and continue until the position is filled.

Interested individuals should submit a portfolio containing all the following in one email or mailed envelope:

- a letter of interest
- a detailed resume
- three references with current contact information

**GCC Application for Employment**

- unofficial transcripts (official transcripts are required before employment)
- other relevant material to:

  Director of Human Resources, Ashley Paquette
  Gogebic Community College
  E4946 Jackson Road
  Ironwood, MI 49938
  (906) 932-4231 ext. 324
  ashleyp@gogebic.edu

*Gogebic Community College is an equal opportunity educator and employer.*