OT Administrative Assistant

Curriculum Delivery Support – 40%

- Manage course scheduling
  - Coordinate semester class schedules with program director and faculty
  - Schedule room locations on both campuses
  - Enter and maintain schedules in CCS
  - Provide ongoing maintenance and troubleshooting of course scheduling issues.
- Act as a point of contact for the Electronic Course Authorization System (ECAS), managing processes for course review and approval of new courses.
- Organize and facilitate student rating of instruction surveys.
- Maintain and create Instructional Support Specialist surveys

Program Evaluation Support – 30%

- Collaborate and Communicate with the Director and Program Evaluation Coordinator regarding related program evaluation projects.
- Maintain the department’s evaluation surveys created by Program Evaluator and approved by the Program Director
  - Scheduling, launching the program evaluation surveys
  - Monitoring the responses
  - Closing the survey and compiling a report of the survey results
  - Communicating the results to the Director and program evaluation coordinator.
- Data entry, analysis, and generation of Curriculum Mapping survey results
- Set up, communicate with team members, and monitor action items relating to the routine work group meetings

Capstone Support – 20%

- Work in collaboration with the Capstone Director with project they may have.
- Manage communication to onsite mentors
- Schedule and support the oral preliminary examinations and the final capstone defense
- Support Capstone final dissemination event
- Import and manage capstone related data into the Exxat database
- Oversee capstone Memorandums of Understanding process including signatures and storage of documents

Administrative Support – 10%

- Provide administrative support to the Director and faculty of the Occupational Therapy program.
- Collaborate with Rochester administrative support to organize academic program functions with faculty, staff, and students.
- Serve as backup for program related software and databases.
- Serve as Occupational Therapy’s safety officer and, maintaining appropriate record keeping and instructional materials/processes regarding lab safety. This includes but is not limited to, maintaining data safety sheets for various chemicals used, updating the emergency building plan annually, maintaining a list of afterhours contact information for all employees and reporting any safety violations or injuries when appropriate. Attend necessary training to remain current regarding university processes and systems as they relate to CAHP
- Any other duties assigned by supervisor.
Required Qualifications (Must be documented in application materials)

- BA/BS or combination of related education and work experience to total 4 years
- Demonstrated ability to build and maintain excellent interpersonal relationships
- Excellent communication and organizational skills
- Ability to work independently, solve problems, work under pressure and manage multiple tasks
- Team player, proactive, open-minded, creative and willing to learn
- Demonstrated ability to interact with other group members from diverse backgrounds
- Excellent writing skills, including accuracy in spelling, grammar, punctuation, proofreading, design, and presentation.
- Strong computer skills, including MS Office and Google Suite (Gmail, calendar, and Drive).

Preferred Qualifications

- Previous experience at the University of Minnesota in an office setting assisting and supporting executive-level academic faculty and leaders.
- Demonstrated ability to make progress without direction, independent and self-directed thinker.
- Demonstrated ability to represent a collegiate unit with professionalism.
- High degree of discretion and demonstrated ability to handle and maintain confidential information.
- Demonstrated ability to work successfully and cooperatively in a team environment with a variety of constituents (including student services professionals, faculty, corporate partners, students, alumni, and external contacts).
- Proven ability to prioritize, coordinate and manage multiple tasks for multiple individuals with efficiency and accuracy.
- Proven independent skills in prioritizing work, problem-solving, and organization.
- Demonstrated ability to take initiative to be responsive to new tasks and assignments.
- Ability to work under pressure and in sometimes ambiguous or fluid situations.

How To Apply

To apply, please visit https://humanresources.umn.edu/content/find-job and enter Job ID# 347053.

Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions.

You will have the opportunity to complete an online application for the position and attach a cover letter and resume.