

TOURO COLLEGE

JOB POSTING

Administrative Assistant

Reports to: Director of Community Affairs
Status: Full Time
FLSA: Non Exempt
Location: Manhattan

About Touro College:

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System.

JOB SUMMARY:

The administrative assistant is responsible for initiating and coordinating the clerical, administrative and secretarial functions required for the effective operation of the academic departments.

JOB RESPONSIBILITIES:

The administrative assistant is responsible for the day to day administrative and clerical activities for the faculty departments to include, but not limited to the following:

- Receives, sorts and distributes mail
- Orders and stocks supplies and equipment
- Answers phone and takes messages
- Operates office equipment including but not limited to computer, copier, facsimile printer and calculator
- Duplicates and distributes materials
- Prepares for meetings, transcribes minutes and distributes minutes
- Maintains schedule for conference room
- Composes and edits correspondence for Director of Community Affairs
- Establishes and maintains recordkeeping systems
- Other duties as assigned

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's degree preferred or equivalent experience
- 1-3 years administrative experience

Skills

- Strong organizational skills

- Ability to multi-task
- Strong interpersonal and communication skills

Physical Demands

- Extensive Use of Computers
- Extensive time sitting and standing
- Able to lift up to 5 lbs.

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook

Travel

- N/A

Application Procedure:

Please send a cover letter with salary expectation and resume to: shlomo.mantz@touro.edu. The subject line of your email should read "Admin Assistant Community Affairs"

NONDISCRIMINATION STATEMENT

Touro College treats all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation or citizen status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

Inquiries or complaints concerning the non-discrimination policies should be sent to Elan Baram, 43 West 23rd Street, 7th Floor, New York, New York, 10010, Elan.Baram@touro.edu (212-463-0400 x5636) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 212.463.0400 x5330.