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**JOB POSTING
OFFICE OF HUMAN RESOURCES
February 19, 2026**

POSITION: Academic Affairs and Research Support Staff

DEPARTMENT: Academic Affairs

DIVISION: Academic Affairs

HOURS: Full-Time, Monday- Friday, 8:30- 4:30 (flexible work arrangement eligible)

Salary information: \$19 to \$21/hr.
Start date: 5/4/2026

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services Free Chiropractic Care

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

Function

- Provide administrative and secretarial support to the Dean of Research and to other personnel (faculty, students, and staff) conducting research-related activities.
- Provide clerical support to faculty in all departments.
- Provide administrative and secretarial support services as needed to the College community.
- Follow institutional guidelines for conducting academic business.
- Support the mission of Northeast College in the work areas of teaching, research and scholarly activities, and citizenship under the administrative direction of the Dean of Research.
- Develop and administer office procedures and policies consistent with federal and accreditation guidelines for conducting research.

Organizational Relationships

- Report to the Dean of Research.
- Work collaboratively with, and receives guidance and support from, the Senior Academic Affairs Support Staff.

Specific Duties and Responsibilities

Academic Affairs Support:

- Coordination and management of the daily operations of the Support Staff office and Research Department, which includes, but is not limited to: answering and routing incoming telephone calls, scheduling meetings and appointments, copying, filing, shredding, drafting routine correspondence for signature, handling mail, ensuring that deadlines are adhered to, processing purchase requisitions, processing check requisitions, ordering departmental supplies, assisting with travel arrangements for faculty, etc.
- Coordinate electronic student evaluations of course instruction each trimester.
 - Create master schedule of evaluations and coordinate with faculty.
 - Track the completion of the evaluation process.
 - Distribute evaluations to academic supervisors
 - Maintain and organize faculty files with signed evaluations by trimester.
- Coordinate and manage the Teaching Assistant (TA) applications:
 - Work with academic supervisors to assign TAs each trimester.
 - Weekly, collect and file paper time sheets submitted by TAs.
 - Approve electronic timesheets in ADP for payroll.
- Manage Student Research Assistants:
 - Work with Dean of Research to assign research assistants each trimester.
 - Verify with faculty supervisor hours worked by research assistants by email correspondence and file email correspondence.
 - Approve electronic timesheets in ADP for payroll.
- Organize and maintain student files.
- Maintain stock inventory for lab and lecture rooms and generate purchase requisitions for Purchasing Department.
- On Fridays during the trimester and during breaks, inspect and restock supplies in technique and clinical laboratory rooms (i.e., face paper, hand sanitizer, paper towels, cleaners).
- Process scheduling requests from faculty, staff, and administrators for conference rooms and classrooms through Jenzabar.
- Maintain the faculty mailboxes.
- Maintain bulletin board outside of AC1, 204.
- Maintain Dean's List bulletin board.
- One time per year (summer break) update chiropractic table inventory spreadsheet.
- One time per trimester, typically during breaks, assess the maintenance needs of treatment tables and stools and submit work orders for repairs or purchase requisitions for replacement.
- During week 8 and the trimester breaks, verify stool inventory in the technique and diagnosis laboratory rooms.
- Update and distribute the Academic Affairs directory.
- Update and maintain office procedure manual.
- Oversee faculty lounge coffee stock and send invoices to the Provost and Vice President of Academic Affairs office.
- Record, generate, and distribute meeting minutes for the Department Chair meetings and other department/program meetings as assigned.
- Provide assistance for the Commitment to Excellence Ceremony.

Research Support:

- Coordination and management of research projects under the administrative direction of the Dean of Research.
- Coordination and management of clinical outcomes research aligned with the Doctor of Chiropractic Strategic Plan under the administrative direction of the Dean of Research and in collaboration with the health centers.
- Participation in data collection, data management, manuscript preparation, and grant preparation under the administrative direction of the Dean of Research, principal investigators, and co-investigators.
- Coordination and management of the Institutional Review Board (IRB) for Human Subjects Research under the administrative direction of the Dean of Research and IRB chairperson.
- File management of IRB documentation according to Federal guidelines for operating a federally registered IRB with a federal-wide assurance number.
- File and database management of documentation related to research productivity.
- Maintain files for the department and funded-research projects, including but not limited to: correspondence files, committee files, budget documents, subject recruitment materials, and appointment schedules for research participants.
- Coordination and management of research-related campus events, e.g., Annual Research Symposium, under the administrative direction of the Dean of Research.
- Record, generate, and distribute meeting minutes and prepare and distribute other required reports for IRB and College Research Committee under the administrative direction of the Dean of Research and IRB chairperson.

Shared support staff responsibilities

- Operate campus switchboard.
- Process exam requests.
- Process make-up exams.
- Process work orders.
- Track D.C. faculty absences.
- Sort and distribute mail.
- Process faculty supply requests.
- Process on-line copy requests.
- Process on-line ExamSoft request form for proctors.
- Process class cancellations.
- Assist faculty with office and instructional supply needs.
- Assist in Test Center proctoring of exams as needed.
- Provide assistance with the Transitions Ceremony and Memorial Service as assigned.
- Long Island Campus liaison (exam communication, cancellations, etc.).
- Other duties as assigned.

Methods of Accountability

- Performance evaluations by the Dean of Research.
- Satisfaction of Northeast faculty with coordination, management, and delivery of departmental services.

Mental and Physical Requirements

- Excellent organizational, written and oral communication skills necessary with emphasis on customer service philosophy.
- The ability to use creativity and independent judgment to accomplish agreed upon goals with an emphasis on self-directed work initiatives.
- Ability to effectively interact and communicate with all college constituents.
- Ability to conduct and manage the daily operations of academic and research departments efficiently.

- Ability to perform multiple tasks flexibly and independently, due to interruptions.
- Attention to detail and accuracy essential.
- Possess good listening skills.
- Ability to evaluate and prioritize workload.
- Ability to tolerate occasional hallway noise and distractions.
- Ability to handle high level of discretion and confidentiality.

Education and Experience

- Requires a minimum of an Associate Degree with emphasis on secretarial skills and/or minimum of two to three years secretarial experience, preferable in an educational setting required.
- Knowledge of Microsoft Word, Outlook, PowerPoint, and Excel required.
- Knowledge of any of the following: Student Management Systems, Learning Management Systems, and ExamSoft a plus.

Working Environment and Conditions

- Welcoming and professional service-oriented environment.
- Supportive working relationship with faculty, staff and co-workers.

Equipment and Tools

- General office equipment and supplies.
- Computer, printer and software.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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