Northeast College of Health Sciences

Northeast is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
October 28, 2026

TITLE: Administrative Assistant

DEPARTMENT: Master of Science in Physician Assistant Studies

DIVISION: Academic Affairs

STATUS: Non-Exempt, Monday through Friday; 8:30 a.m. to 4:30 p.m.

Hourly rate: $21.00 to $23.00 an hour

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**

Function

Provide administrative support exclusively to the PA program.

Organizational Relationships

- Reports to the Program Director, Physician Assistant Studies.

Specific Duties and Responsibilities

Provide administrative support, including but not limited to:

- Assisting the PA Program Director, PA Program Director of Didactic Education, PA Program Director of Clinical Education, and PA Program Admissions Coordinator in daily work-related activities as requested.
- Answering and routing incoming telephone calls, messages, and emails.
- Assisting in setting up and scheduling meetings, appointments, information sessions, admissions interviews, on-campus events, and class schedules.
- Assisting visitors to program and students as appropriate.
- Process scheduling requests from students, faculty, staff, and administrators for conference rooms, labs, and classrooms.
- Clerical duties such as maintaining student files, copying, filing, drafting documents, shredding activities, ordering supplies, processing purchase requisitions.

- Take minutes for PA Department meetings.
- Maintain PA personnel files.
- Make travel arrangements for program personnel and guests.
- Input faculty in-service hours into database each trimester and send out yearly in-service reports to faculty and department heads.
- Other duties as assigned.

Methods of Accountability

- Satisfaction with the services provided to the program and the Northeast community, including, students, faculty, and staff as evidenced by formal and informal surveys.
- Provide written and oral reports to the Program Director, Physician Assistant Studies as requested.
- Annual performance evaluations by the Program Director, Physician Assistant Studies.

Education and Experience

- High school diploma, baccalaureate degree preferred.
- Minimum of 2-3 years' experience as administrative assistant, preferably in an educational setting required.
- Must have a strong commitment to the development and success of the Northeast College PA Program.
- Excellent interpersonal and organizational skills with the ability to function in a team.
- Highly developed written and verbal communication skills.
- Knowledge of and comfortability using MS Word, PowerPoint, Excel required.

Mental and Physical Requirements

- Excellent organizational, written and oral communication skills necessary with emphasis on customer service philosophy.
- Ability to effectively interact and communicate with all college constituents.
- 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.

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.

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.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.