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**JOB POSTING
OFFICE OF HUMAN RESOURCES
April 13, 2026**

POSITION: Administrative Assistant

DEPARTMENT: Academic Affairs

DIVISION: Academic Affairs

STATUS: Full-Time (35 hours a week), Non- Exempt, Monday through Friday 8:30 a.m. to 4:30 p.m.

Hourly Pay: \$21 to \$23 per 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 clerical support to the Provost and Vice President of Academic Affairs (PVPAA). Assist Academic Affairs Coordinator in day-to-day division responsibilities. Provide coverage in absence of Academic Affairs Coordinator.

Organizational Relationships

Reports to the Academic Affairs Coordinator.

Specific Duties and Responsibilities

Provost's Office

- Provide clerical support, which includes, but is not limited to: answering and routing incoming telephone calls, scheduling appointments, copying, filing, shredding, drafting routine correspondence for signature, assisting Academic Affairs Coordinator and PVPAA with projects as needed, ensure that deadlines are adhered to, process purchase requisitions, check requisitions, etc.
- Schedule meetings for the PVPAA.
- Maintain files. Including, but not limited to: correspondence files, committee files, budget documents, etc.

- Oversee the organization of division meetings. Prepare handouts for faculty to include Academic Affairs Standing Committee reports, departmental updates, etc. Participate in meeting and take minutes.
- Coordinate and handle sensitive matters with administrative offices, academic supervisors, faculty, and staff, with discretion and independent judgment, as required.
- Coordinate promotion, rank assignment, and faculty excellence awards processes in collaboration with the Committee on Faculty Appointments and Promotions and Faculty Excellence Awards Committee chairs.
- Under the direction of the Vice President of Finance, process the annual NCMIC insurance application renewal. Process applications throughout the year as needed.
- Assist Academic Affairs Coordinator with reviewing and updating the Academic Affairs Policy and Procedure Manual. Distribute and track revisions.
- Track and secure professional license and CPR training updates for faculty.
- Participate on committees as requested. Perform duties as assigned.
- Other duties as assigned.

Imaging Sciences

- Serve as a primary liaison between the College and affiliated clinical sites, coordinating communication and collaboration throughout the affiliation process. Review, edit, track, and manage clinical affiliation agreements from initial receipt through final execution, ensuring timely completion and accurate recordkeeping. Maintain organized tracking systems for affiliation agreements, renewal dates, and approval status.
- Review and assist with editing of student handbooks to support accuracy, consistency, and compliance with institutional and accreditation requirements.
- Support program leadership in verifying and tracking student immunization and compliance documentation through CastleBranch.
- Collect, organize, and maintain student information (including photographs, emails, and phone numbers) and develop/update spreadsheets and reports for clinical coordinators and clinical site distribution.
- Provide administrative support to ensure effective communication between academic leadership, clinical coordinators, students, and clinical partners.
- Other projects that may require support for the programs: cold call possible affiliation sites; order supplies for classrooms, assist radiologic technology clinical coordinator with distribution and collection of student radiation badges, assist radiologic technology clinical coordinator with collecting and logging student comps in Trajecsys, and ordering supplies for faculty (textbooks, name badges, business cards, etc.).

Massage Therapy

- Assist the clinical coordinator with communications to the campus community related to student clinics, including scheduling, announcements, and operational updates.
- Assist with processing, and monitor closely, payments to laundry vendor.

METHODS OF ACCOUNTABILITY:

- Performance evaluations by the Academic Affairs Coordinator.

MENTAL AND PHYSICAL REQUIREMENTS:

- Excellent written, oral, and communication skills.
- Ability to evaluate and prioritize workload.
- Ability to work independently and allow for frequent interruptions.
- Attention to detail and accuracy.
- Ability to handle high level of discretion, confidentiality, and judgment.
- Familiarity with academic roles, policies, and procedures.

QUALIFICATIONS:

- Associates degree in a related field preferred, and a minimum of three years administrative assistant experience.

- Knowledge of Microsoft software packages.

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.

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.