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**JOB POSTING
OFFICE OF HUMAN RESOURCES
November 30, 2022**

POSITION: Office Coordinator for Faculty and Research

DEPARTMENT: Academic Affairs

DIVISION: Academic Affairs

STATUS: Full-Time, Non-Exempt

This position will generally be expected to work Monday through Friday 8:30 a.m. - 4:30 p.m. However, you may coordinate a flexible or alternate work schedule through your supervisor.

FUNCTION

- 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 Faculty and Research.
- Develop and administer office procedures and policies consistent with federal and accreditation guidelines for conducting research.
- Follow institutional guidelines for conducting academic business.
- Provide administrative and secretarial support to the Dean of Faculty and Research and to other personnel (faculty, students, and staff) conducting research-related activities.
- Provide other administrative and secretarial support services as needed to the College community.

ORGANIZATIONAL RELATIONSHIPS

- Reports to the Dean of Faculty and Research.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Coordination and management of basic sciences, clinical sciences, and educational research projects aligned with the Doctor of Chiropractic Strategic Plan for Research under the administrative direction of the Dean of Faculty and Research.
- Coordination and management of clinical outcomes research aligned with the Doctor of Chiropractic Strategic Plan under the administrative direction of the Dean of Faculty and 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 Faculty and 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 Faculty and 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 Faculty and 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 Faculty and Research and IRB chairperson.
- Coordination and management of the daily operations of the chiropractic education departments 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.
- Process scheduling requests from faculty, staff, and administrators for conference rooms and classrooms through CAMS.
- Process announcements and events received from faculty and staff in the Division of Academic Affairs.
- Generate and distribute final lecture examination schedule and chiropractic education trimester meeting calendar.
- Coordinate and manage faculty voting process for Transitions Awards recipients.
- Coordinate and manage the Teaching Assistant (TA) applications. Work the Dean of Faculty and Research to assign TAs. Verify TA time sheets submitted for approval. Approve and submit to Payroll.
- Process time sheets submitted by work-study students and other student research personnel.
- Perform other duties as assigned.

METHODS OF ACCOUNTABILITY

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

MENTAL AND PHYSICAL REQUIREMENTS

- Significant leadership, communication and organization skills are essential.
- The ability to use creativity and independent judgment to accomplish agreed upon goals with an emphasis on self-directed work initiatives.
- Excellent organizational, written, and oral communication skills are necessary with an emphasis on customer service philosophy.
- Ability to effectively interact and communicate with all college constituents.
- Ability to conduct and manage the daily operations of the Research Department efficiently.
- Ability to perform multiple tasks flexibly and independently.
- Attention to detail and accuracy is essential.
- Possess good listening skills.
- Ability to evaluate and prioritize workload.
- Ability to function well in a highly diverse and time-sensitive environment.
- Ability to handle high level of discretion and confidentiality.

EDUCATION AND EXPERIENCE

- Requires a minimum of an Associate Degree and a minimum of 3 – 5 years of office management experience, preferably in an educational setting related to conducting research.
- Demonstrated proficiencies in MS Word, PowerPoint, Excel, and Database software packages are essential.

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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