Administrative Assistant
National and International Fellowships and
Pre-Health Advising

POSITION SUMMARY

The Administrative Assistant for Fellowships and Pre-Health supports two offices: the Office of National and International Fellowships and the Office of Pre-Health Advising. Reporting to the Director of National and International Fellowships and the Director of Pre-Health Advising, this position manages confidential files; coordinates interview and events; and communicates regularly with students, staff, faculty, and alumni of the College. This position is a part-time (20 hours/week), 9-month position.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Assisting the Office of National and International Fellowships:

- Support the National and International Fellowships Director with confidential application management including collecting, organizing, and managing application materials both online and in hard copy
- Manage scheduling of fellowship nomination interviews and mock interviews
- Assist with fellowship outreach via email communication to students and alumni
- Handle logistics for events, including I Hit Submit! reception, Dean’s List reception, annual fellowship celebration, and fellowship fair.
- Assist director with data collection for assessment of the office’s goals and functions.
- Assist with the management of applicant and potential applicant databases, as needed.
- Assist with generating and designing reports based on applicant and recipient data in Handshake, including counts of appointments and attendance at events.
- Assist with updating and maintaining the national awards website, including the fellowships directory.
- Provide essential budget support and office expense record keeping.
- Distribute and collect transcript request forms.
- Arrange technical support for presentations and video interviews.
- Serve as a visitor liaison for representatives from fellowships organizations and graduate schools.

Assisting the Office of Pre-Health Advising:

- Support the Director of Pre-Health Advising and Allied Health Advisor with confidential application management, including maintaining a record of current and past applicants.
- Assist with outreach and communication to students and faculty.
- Handle logistics for information sessions, workshops, and other events, including the Applying to Medical School Workshop and Interviewing Workshop.
- Distribute and collect waiver forms and other materials.
• Assist director with data collection for assessment of the office’s goals and functions.
• Assist with generating and designing reports based on applicant data.
• Assist with updating and maintaining the pre-health advising website.
• Provide essential budget support and office expense record keeping.
• Respond to student and alumni inquiries and assist with providing referrals as needed.
• Serve as a visitor liaison for representatives from health professions schools and organizations.

QUALIFICATIONS

• Bachelor’s degree required with experience in office management and event organization and/or schedule management, preferably in a higher education setting.
• Experience managing budgets and expense reports
• Excellent written and verbal communication skills
• Fluency with Excel, Google suite software (Gmail, Google Calendar, Google Documents and Sheets), social media platforms, and website management
• Excellent attention to detail
• Ability to work with various constituencies (including students, faculty, staff, and foundation representatives) with tact and confidentiality
• Excellent problem-solving skills
• Insight, creativity, and drive to take the initiative on improving office functions and planning and marketing events
• Ability to learn software quickly

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.