Entry Date: April 2024

Employee:

Jobcode and Title: 155022 Department Assistant 2 SG09,N375

Business Title: Center Assistant

Department ID and Name: 694030 Population and Qualitative Health Sciences, Mary Ann Swetland Center for Environmental health

School: Medicine

Location: Cleveland, OH

Supervisor Name and Title: Darcy Freedman, PhD, MPH, Director

POSITION OBJECTIVE

Working under general direction, provide administrative support to the department. The department is highly collaborative and is a community-engaged research environment. This is a part-time position working 20 hours per week.

The academic research center focuses on the complex interplay between environmental drivers and population health outcomes. Specializing in boundary-spanning and collaborative research, training, and practice focused on achieving health equity through food systems transformation and environmental justice. Placing special emphasis on community-engaged approaches that disrupt the role of structural racism to create and sustain environmental health equity. The center seeks to translate these findings into policies, practices, and relationships that promote community and population health equity. The center assistant must uphold the values of the center including a commitment to racial justice, collaboration, community engagement, inclusivity, and innovation.

ESSENTIAL FUNCTIONS

1. Initiate and follow up on routine correspondence to schedule center-wide meetings, seminars, and events as well as meetings for the center director. Develop marketing materials for center-wide seminars and events. (25%)
2. Maintain department website by working with center leadership and staff leads to update content and analyze monthly website analytics to enhance the center’s communication strategy. (20%)
3. Maintain purchasing records for the department. Perform data analysis. Prepare travel reimbursement for the center director. Ensure university policies are followed. (25%)
4. Perform a variety of clerical duties and typing assignments requiring speed and accuracy, including updates to Curriculum Vitae’s (CVs) and biosketches, letters of support, agendas, and notes, etc. (15%)
5. Proofread and edit correspondence, reports, records, grant applications, etc. as necessary. Complete and submit department and university paperwork, as needed. (14%)

NONESSENTIAL FUNCITONS

1. Attend the centers staff meetings. (1%)
2. Perform other duties as assigned. (<1%)

CONTACTS

Department: Continuous contact with supervisor and center leadership to maintain workflow.

University: Regular contact with other university departments on an as needed basis to exchange information related to purchasing, reimbursements, travel, event planning, etc.

External: Occasional contact with travel and accommodation vendors to coordinate activities.

Students: Infrequent contact with students to exchange information.

SUPERVISORY RESPONSIBILITIES

This position has no direct supervision of staff employees. May direct the work of students or temporary employees.

QUALIFICAITONS

Experience: 3 to 5 years of related secretarial experience required.

Education: High school education required.

REQUIRED SKILLS

1. Excellent communication skills: Understanding written sentences and paragraphs in work related documents. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Communicating effectively in writing as appropriate for the needs of the audience. Talking to others to convey information effectively.
2. Ability to maintain website: Capacity to review, write, and update web content; training in Drupal will be provided.
3. Ability to analyze data to inform center-wide communications: Capacity to review website and MailChimp analytics and identify best practices to guide the center’s communications.
4. Ability to attend to details: Capacity to follow instructions and maintain organization of all tasks and documentation.
5. Ability to work well on a team. Commitment to ensuring the team succeeds with all tasks, duties, and projects. Willingness to help a team member in need. Commitment to making sure team members are informed on any developments related to projects.
6. Ability to actively learn: Understanding the implications of new information for both current and future problem-solving and decision-making. Capacity to learn and use software including MailChimp, Canva, Drupal, Basecamp, etc.
7. Ability to maintain confidential information.
8. Knowledge of Microsoft Office suite and familiarity with Google and other relevant applications (Gmail, Google Drive, Calendar, etc.) is required.
9. Ability to meet consistent attendance.
10. Ability to interact with colleagues, supervisors, and customers face to face.

WORKING CONDITIONS

Typical office environment. The employee will perform repetitive motion using a computer mouse and keyboard to type. Occasional work on evenings and weekends to assist with center-wide events.