**Occupational Therapy Department Administrative Specialist II**

The department of occupational therapy has both associate and doctorate level programs that require equal support. The person filling the position will be required to work with faculty, students, and staff to effectively implement occupational therapy programmatic, administrative, and fieldwork standards for both the OTA and OTD programs.

The function of this position is to provide administrative/secretarial support including but not limited to administrative, fiscal, academic, and student affair activities necessary for operation of the department of occupational therapy. The Administrative Specialist II must possess:

1. Excellent decision-making skills and the ability to prioritize and get work done with minimum supervision and follow-up by the supervisor.
2. Excellent oral communication skills to interact with prospective students, current OTA and OTD students and faculty both in person, on the phone and electronically.
3. Excellent written communication skills.
4. Proficient in computers, email, blackboard, spreadsheets and other general office application software as well as operation of standard office equipment.
5. Ability to research, organize and compile data into report form and establish and maintain filing systems.
6. Ability to analyze documents to determine compliance with rules, regulations, policies and procedures.
7. Experience with detail-oriented work involving some mathematical computations.
8. Ability to maintain positive relationships with departments across the University and support entities outside of the University. (e.g. accounting, payroll, academic support services, and external fieldwork educators.)

Specific job duties include:

1. Examines and verifies documents such as applications, forms, vouchers, proposals and records.
2. Composes and type routine correspondence and form letters, maintains activity logs and/or financial ledgers and submits reports to supervisors.
3. Completes reports taking special note of accuracy, completeness, compliance with laws and regulations.
4. Assists in implementing agency/institutional policies, procedures, and directives of the occupational therapy program.
5. Updates marketing, recruitment and published materials about the program (e.g. webpage, brochures, catalog, student manuals, etc.) to ensure accuracy and completeness.
6. Compiles financial information used to formulate budget proposals and monitor expenditures.
7. Maintains the budget and inventories.
8. Submits orders (supplies, book, etc.) to the appropriate entities.
9. Provides clerical assistance to the faculty in managing classroom and clinical activities.
10. Assists with organizing and implementation of new student orientation, pinning and hooding ceremony, and other departmental related events. .
11. Makes necessary corrections to documentation, organizes, and files.
12. General clerical duties such as routing incoming communication (telephone, electronic mail, standard mail) to appropriate individuals; scheduling meetings and conference rooms; making telephone arrangements; copying documents for faculty.
13. Oversee and supervise work study students working for the occupational therapy department.
14. Performs other general office duties such as collecting and distributing mail, make travel reservations for faculty and maintain a clean working environment.
15. Other duties as assigned by department chair, occupational therapy associate program director, and faculty.

The Administrative Specialist II reports to the Occupational Therapy Department Chair.

The position is governed by state and federal laws and agency/institutional policy.

The minimum qualifications for the position are a high school diploma plus 2 years experience in an area applicable to the work performed. Postsecondary education (e.g. associate’s or bachelor’s degrees) in related area applicable to the position plus two years specialized experience working in a business or educational setting preferred.