

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 0048
Grade: 16
FLSA: Non-Exempt

Standard Job Description

Job Title
Administrative Assistant III
(Verification Coordinator)

Department
Medical Education Administration

Job Summary

The Administrative Assistant III provides staff support to the Chairperson for Professional Education. This position performs the following on a daily basis: schedules and organizes meetings and presentations; manages calendars; acts as receptionist; addresses department communications by responding to inquiries via email and phone; prepares simple correspondence; updates budgets and review expense reports; maintains inventory; updates and maintains department records, databases and reports; assists with annual orientation of New Housestaff; updates department databases and reports; liaise with other departments and personnel; and, performs other duties as assigned.

Typical Duties

- Provides administrative support processes and tracks billing, reimbursements; answers emails and phones
- Prepares correspondence and meeting agendas; and sets-up meeting and takes minute notes Committees such as Graduate Medical Education Committee.
- Prepares and submits to outside Credentialing agencies information on residency and fellowship program graduates; and responds expeditiously to these requests typically within one business day.
- Updates, maintains and generates reports for all Graduate Medical Education Programs
- Coordinates and facilitates the Annual Orientation for New Housestaff. Reserves orientation location and assists in the preparation of agenda, speaks, hand-outs and any audio-visual requirements.
- Serves as department timekeeper for payroll. Reviews staff hours (vacation time, timely, tardiness, etc)
- Performs other duties as assigned.

Reporting Relationships

Reports to the Associate Medical Director

Minimum Qualifications

- High School Diploma or GED
- Three (3) years of prior experience providing administrative support to a department or member of management
- One (1) year of experience with one or more of the following activities: scheduling events with multiple participants, timekeeping, updating records and reports, or responding to basic email communications
- Intermediate proficiency of Microsoft Office applications: Word, Excel, PowerPoint and Outlook

Preferred Qualifications

- Prior experience working with on-line software such as New Innovations

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of office management principles, methods, and procedures to complete work assignments
- Ability to prioritize activities and plan work efficiently
- Ability to remain professional when dealing with housestaff and other support staff
- Ability to maintain accuracy and attention to detail when completing multiple tasks
- Ability to maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments (e.g., personnel related documents)
- Ability to interpret and explain policies, procedures, rules, and/or regulations to department employees
- Ability to reconcile discrepancies in data and information to ensure accuracy
- Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials
- Ability to work both as a single contributor and as a part of a team

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: _____
 John O'Brien
 Associate Medical Director

 Date

Approval: _____
 Gladys Lopez
 Chief of Human Resources

 Date