

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



Job Code: 0050
Grade: 18
FLSA: Non-Exempt

Standard Job Description

Job Title
Administrative Assistant IV

Department
Rheumatology

Job Summary

The Administrative Assistant IV performs high level and complex administrative support for the Division of Rheumatology. Responsible for a wide range of administrative functions including but not limited to: editing and maintaining databases; to include New Innovations, generating and updating reports, drafting memos, organizing and publishing complex schedules. Acts as the liaison between the Department of Medicine training program coordinators and CCHHS clinical site administrators sponsored physician training. As the primary divisional contact manages all organizational aspects of division sponsored, clinician training as assigned including facilitating the medical student rotation experience from Chicago Medical School (CMS), Rush University and Chicago College of Osteopathic Medicine (CCOM). Performs division payroll. Performs other administrative functions as assigned.

Typical Duties

- Prepares and manages multiple, biweekly, clinical training schedules for all participants according to protocols
- Conveys and follows up clinical training assignments, instructions, schedules, and updates to educational program coordinators, clinical site administrators, faculty, and trainees
- Prepares orientation packets, attendance sheets, education materials, and other documents for division sponsored clinical training
- Coordinates communication between all clinical training program participants via e-mail, telephone, written correspondence, and posting to bulletin boards and website
- Set-ups and removes audio visual/laptop equipment for lectures/workshops
- Manages meeting and appointment schedule (including preparing meeting materials and minutes) for the Division Chair
- Schedules, prepares itinerary, and other arrangements for job applicants
- Manages updates related to the division website
- Updates and retrieves information from the New Innovation database, as required
- Complete division payroll
- Gathers data and prepares reports as requested by division administration
- Cancels and reschedules clinic patients when physicians are unexpectedly absent and fax prescriptions to pharmacy
- Answers and distributes division voicemail
- Contributes with the preparations of the annual capital and operative budget for the Division of Rheumatology
- Facilitates check in, orientation procedures, and evaluations for medical students rotating through Rheumatology from CCOM, Rush, CMS medical schools
- Serves as cross divisional support for the department of medicine
- Supports the division with demands related to CCHHS mandated compliance standards

Typical Duties

- Works in a unified effort with CCHHS credentialing office of the processing of facility paperwork
- Performs other duties as assigned

Reporting Relationships

Reports to the Medical Division Chair X SC, Rheumatology

Minimum Qualifications

- High School diploma or GED
- Three (3) years of experience providing administrative support to a member of middle or upper management, or for multiple managers or multiple departments
- Two (2) years of experience scheduling events, conferences, department wide training or other multi participant activities
- Prior experience gathering and tracking departmental information and maintaining departmental reports
- Prior experience coordinating and tracking short term projects within the department
- Experience managing email and written communication
- Intermediate proficiency with Microsoft Office Suite applications including Word, Excel, PowerPoint, Outlook

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of modern office methods, practices and procedures
- Ability to work in a multi-task environment
- Ability to problem-solve and work independently
- Ability to effectively communicate in both English and Spanish in verbal as well as written format

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: Augustine M Manadan 1/30/17
Augustine Manadan
Medical Division Chair X SC, Rheumatology
Date

Approval: _____
Gladys Lopez
Chief of Human Resources
Date