

Healthcare Professions Generalist Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=249281>

Downloaded On: Nov. 21, 2024 6:43am

Posted Nov. 20, 2024, set to expire Dec. 3, 2024

Job Title	Healthcare Professions Generalist
Department	
Institution	Lee College Baytown, Texas
Date Posted	Nov. 20, 2024
Application Deadline	12/03/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Healthcare Professions Generalist

Salary:

Job Type: Full-Time

Job Number: FY2300521

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

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Starting Salary Range is \$36,358 - \$40,913. The initial salary offer is commensurate with education and related work experience.

The Healthcare Professions Generalist supports the daily management of office operations and provides assistance for various administrative tasks, including maintaining organized file systems, performing accurate data entry, and providing essential information about healthcare professions programs to students, staff, and visitors. The ideal candidate will possess exceptional organizational skills, a strong attention to detail, and a commitment to delivering outstanding customer service.

Essential Duties & Responsibilities

- Serve as the primary point of contact for students, faculty, and visitors, ensuring a welcoming and professional environment.
- Perform a variety of general administrative and secretarial tasks, including but not limited to:
 - Greet and assist visitors, including prospective students, by providing campus information and detailed guidance on Healthcare Professions programs.
 - Handle and route incoming phone calls, providing general information as requested.
 - Manage student check-ins for appointments with faculty and staff.
 - Oversee incoming and outgoing mail, ensuring timely distribution of correspondence to faculty and staff.
 - Check and respond to voicemail messages.
 - Retrieve documents and materials from the print shop as required.
 - Enter and track work orders.
 - Assist with pinning ceremony duties and related event preparations.
 - Address inquiries and resolve issues promptly, escalating more complex matters when necessary.
 - Maintain accurate and organized filing systems for easy access to departmental records.
 - Create, update, and maintain student files, ensuring confidentiality and accuracy.

Additional Duties & Responsibilities

- Perform other duties as assigned.

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Minimum Education, Experience, Knowledge, Skills & Abilities

- Associates degree or sixty (60) college hours from an accredited college or university preferred.
- One (1) year of related work experience preferred.
- Experience with Microsoft Office Suite.
- Strong detail orientation and ability to multi-task with little direct supervision
- Excellent customer service skills and interpersonal skills
- Excellent oral and written communication skills
- Effectively communicate with students, faculty, affiliate, and community agencies and personnel
- Ability to handle sensitive and extensive confidential data

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4734592/healthcare-professions-generalist>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Lee College

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N/A

Lee College

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