HARVARD UNIVERSITY
Health Services

Job Description

HUHS MISSION: To heal, to care, and to educate.

Job title: Secretary II, Technical; Business title, Administrative Assistant Department: Health Promotion, Office of Sexual Assault Prevention and Response Created: 1/05	Reports to: Director, Office of Sexual Assault Prevention and Response Grade: 52 Updated: 8/16

JOB SUMMARY

The Secretary II, Administrative Assistant for the Office of Sexual Assault Prevention and Response performs secretarial and administrative/clerical duties requiring knowledge of University and HUHS policies and procedures. This position supports the day to day operations and programs of the department by performing a variety of tasks. Responsibilities include but are not limited to: answering department phones and acting as a source of information and referral; maintaining calendars, scheduling meetings and appointments, booking rooms, preparing agendas, and keeping minutes for meetings; data entry, managing spreadsheets and databases; organizing and digitizing files; processing financial system payments and reviewing purchasing card transactions; editing, copying, and distributing material as needed; overseeing supply orders and maintenance of office equipment; website updates and maintenance; coordination of external communication (newsletter layout and disbursement) and internal communication (compiling weekly updates of related local and university events/news). This position also facilitates weekly meetings with each member of the OSAPR staff to provide updates on schedules and project management. Employee must have a clear understanding of the roles of each person in the office and demonstrate high emotional intelligence to prioritize competing tasks.

QUALIFICATIONS/REQUIREMENTS

Required – Administrative experience. Comprehensive knowledge of MSOffice. Excellent written and verbal communication skills. Excellent organizational skills and ability to handle confidential information with discretion.

Preferred – Bachelor's degree. Administrative experience in a higher education or health care setting. Working knowledge of Publisher, Indesign, and Photoshop. Willingness to obtain 40 hour rape crisis certification.

DUTIES AND RESPONSIBILITIES	O & R ✓
• Updates HUHS Liaisons list, maintains office programming calendar, and updates list-serv information • Answers department phones and acts a s resource for information and referral • Manages, coordinates, and schedules internal and external meetings for staff members in OSAPR. Coordinates agendas. • Meets weekly with individual team members in OSAPR to review scheduling and administrative needs • Performs data entry, manages spreadsheets and databases • Organizes and digitizes files • Processes financial system payments and reviews purchasing card transactions • Utilizes web and other resources to maintain up to date information both at the University and locally on issues related to the work of OSAPR. Summarizes this information to the OSAPR team. • Oversees the ordering and payment of supplies needed for the office • Maintains an orderly office environment and facilitates any necessary repairs to office equipment or space • Assists with the planning of events by booking rooms, reserving equipment, coordinating catering, and ensuring all materials are ordered, copied, and organized • Provides calendar scheduling and administrative assistance to the staff of OSAPR, particularly the Director of OSAPR • Attends and records minutes of staff meetings and other meetings as requested • Works collaboratively with the supervisor(s) of the peer education groups to provide logistical and administrative support to those groups • Manages multiple confidential databases. Analyzes and presents data as requested. • Coordinates external communication in consultation with the staff of OSAPR • Consistently updates website with relevant resources, events, and information under the supervision of the Director of OSAPR • Serves as an administrative liaison to the University community for OSAPR • Prioritizes and organizes own work so that functions are completed in a timely manner.	

COMPLIANCE: • Adheres to the expectations and professional responsibilities of the department. • Employs the standards, practices, and procedures of the department. • Completes and complies with HUHS training requirements including HIPAA Privacy and Security. • Reports non-compliance incidents to the supervisor, manager, and/or Compliance Officer.	