

Barry University Career Site

Administrative Assistant II, Didactic

📍 St. Petersburg - 66th Street North- SPC Caruth Health Education Center

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Full time

R0001842

Summary

The Physician Assistant Program at Barry University, St Petersburg Campus is seeking candidates for an Administrative Assistant II, full time position.

The Administrative Assistant coordinates didactic activities by keeping all attendance records and proctoring exams, didactic schedules, assist in any student needs, processing admission candidates for interviews, assist any faculty as needed.

Essential Functions

Coordinate First Year Didactic Activities:

- Coordinate, update, maintain, and post current didactic schedule sent by the Director of Didactic.
- Record any changes in any schedule, inform current class, plus faculty via Blackboard, plus IT Techs (separate email), ensuring that all lectures are flowing and on a timely basis as indicated on the schedule.
- Post other announcements to Blackboard when needed
- Maintain Exam Schedule and record any changes.
- Proctor exams and quizzes. Knowledge and use of Blackboard and CFAST exam platforms.
- Assist in proctoring course evaluations accordingly, in their respective campuses
- Provide backup for Administrative Assistants in other campuses
- Attend all Didactic Team meetings. Take minutes when needed.

About Us



Barry University is a private Catholic institution with a history of academic excellence. Founded in 1940 by the Adrian Dominican Sisters, Barry University now offers more than 100 undergraduate, master, professional, and doctoral degree programs. Barry University provides a nurturing environment built on strong values, mutual respect, and collaborative service to the community.

The University seeks to recruit and retain a diverse group of student-centered faculty and staff who are dedicated to activities that enhance the quality of University life. The Barry experience fosters individual and communal transformation where learning leads to knowledge and truth, reflection leads to informed action, and a commitment to social justice leads to collaborative service.

- Attend Curriculum Committee meetings every six weeks. Take minutes as requested, keep notes on student issues. Provide lunch for all attendees at prospective campus.

Coordinate Advanced Didactic Activities:

- Coordinate, update, maintain, and post current didactic schedule sent by the Director of Didactic.
- Record any changes in any schedule, inform current class and faculty via Blackboard, including IT Techs (separate email), ensure that all lectures are flowing and on a timely basis as indicated on the schedule.
- Assist in proctoring course evaluations accordingly, in their respective campuses.
- Assist in collecting students' Long Term Care paperwork, in their respective campuses.
- Provide backup for Administrative Assistants in other campuses
- Coordinate breakfasts/lunches for Board Review week which involves meeting with the building caterer.

Assist with Physical Diagnosis Activities:

- Create pairings and Clinical Skills Exam schedules as directed in the syllabus.
- Assist with coordinating didactic patient care visits. Assist the Director of Physical Diagnosis (PD) with various tasks as needed.

Assist with the Planning and Coordinating White Coat and Convocation Ceremony:

- Work closely with Program Office Manager and Chair of White Coat/Convocation.
- Reserve facility, meet with caterer and arrange menu for guests, receive caps/gowns for students, print programs at professional copy store, receive, and distribute to faculty, staff, and students. Set up stage area before ceremony, arrange rehearsal of ceremony for students, coordinate with IT Techs the program since the ceremony is Interactive Video Conferencing (IAV). Receive graduation certificates, alphabetize and hand out at ceremony.

Attendance Summary:

- Coordinate and maintain on-going attendance summary of current didactic class for each course on each day by week.
- Keep records showing all attendance for didactic year.

- Maintain attendance summary on advanced didactic class showing all attendance for any courses given by day, by week.
- When excessive absence by a student occurs, create a listing showing all absences in all classes and send to student's advisor.
- Maintain appropriate records of attendance on students visiting opposite campuses.

General office duties

- Correspondence and assistance with faculty, staff, and students as needed.
- Knowledge and daily use of computers, & copy/scan/fax machines. Knowledge and use of Word and Excel.
- Answer program phones, greet visiting students, answer questions regarding the program, & give program tours to prospective students when needed.

New Student Orientation:

- Work closely with Program Office Manager, Admissions Coordinator and Assistants in establishing mailings to new students.
- Retrieve class listing from information, maintain list as students exit class or enter as a replacement.
- Assist in orientation schedule, verify speakers, breakfast and lunch dates, ensure food is ordered.
- Assemble hand-outs for new students, collect any forms required, ensure that all have replied.
- Assist new students with any questions or issues they may have.
- Maintain and update student picture rosters.
- Receive computer bags, water bottles, folders, print fall didactic schedule for each incoming student.
- Take attendance each day during NSO.
- Speak on procedure for proctoring exams.
- Create seating chart and distribute to other campuses.

Qualifications/Requirements

- High school or its equivalent is required. Vocational/technical training in office administration is preferred.
- Intermediate knowledge of Microsoft Office applications.
- Excellent communication skills and a positive attitude.
- Must be a supportive team member, contribute to and be an example of teamwork and team concept.

Benefits: Barry University offers a comprehensive benefits package to full-time employees that includes health, dental, vision, life insurance, retirement, tuition assistance, paid time off and work/life balance initiatives such as wellness programs, spirituality in the workplace, and training and development.

Barry University is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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