

# Administrative Assistant

## JOB SUMMARY

Under the general direction of the Director of Multimedia Services, the Administrative Assistant is responsible for performing routine tasks to support the needs of the University community relating to the Multimedia Services Department.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fulfills work orders for Audio Visual requests on campus.
- Monitors AV systems for performance and preventive maintenance.
- Assists with checking out / checking in AV equipment for University sponsored activities.
- Assists with mounting of flat artwork, laminating and large format printing.
- Digitize materials for the University using transparency, flatbed scanner or copy camera while adhering to current copyright laws.
- Assists with cataloging and management of campus digital image assets on department servers and cloud storage locations.
- Prepares images for use in printed publications and websites as directed by Director of Multi-Media Services.
- Maintains records, processes customer orders, prepares forms, verifies information and resolves common problems.
- Exercises judgement with limited supervision and knowledge within department and utilizes a general understanding of other departments' functions.
- Performs functions for other departments under the direction of supervisor.

## QUALIFICATION REQUIREMENTS

- Proficient in operation of basic audio-visual equipment.
- Computer literacy including MAC and PC.
- Literacy with Office365
- Working knowledge of digital image workflows.
- Ability to maintain consistent performance for all duties and meet production schedule deadlines.
- Excellent communication skills (verbal and written).
- Ability to communicate with corporate executives

## EDUCATION AND/OR EXPERIENCE

Required –

- High School Diploma

Desired/Preferred –

- Associate's degree (A.A.) or equivalent from two-year College or technical school preferred; or six months to one year related experience and/or training; or equivalent combination of education and experience.

## ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and



awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

## **BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU at [ketchum.edu](http://ketchum.edu).

## **HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume and salary requirements to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

