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# Executive Assistant to the Dean & Budget Manager

**JOB SUMMARY**

Are you a detail-oriented person who enjoys helping people and wearing different hats? The College of Pharmacy is seeking an experienced budget manager who is professional, dependable, trustworthy and is a resourceful self-starter with a “can-do attitude.”

The Executive Assistant to the Dean for the College of Pharmacy (COP) and Budget Manager provides administrative assistance to the Dean and is responsible for the efficient operation of the Dean’s office as well as the budget of COP.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Provides day-to-day support to the Dean of COP.
* Administers COP budget and prepares financial reports for the Dean.
* Coordinates the purchase of COP equipment and supplies.
* Maintains purchase records and invoices per University policy.
* Researches and compiles information for reports and presentations pertinent to COP operations.
* Archives and coordinates preparation of accreditation documents and related reports, and manages correspondence with the Accreditation Council for Pharmacy Education.
* Reviews incoming correspondence to the Office of the Dean and forwards appropriately or, based on protocol, initiates a response.
* Organizes and oversees regular staff meetings to address COP operations and develops recommendations and action plans as necessary to maintain a smooth and efficient operation.
* Responds to departmental inquiries.
* Establishes and maintains an office climate that encourages personal development, staff retention, and high morale among COP staff.
* Establishes and maintains professional communication with state, national or local stakeholders of the MBKU College of Pharmacy.
* Maintains and supports functions of the COP Dean’s Advisory Board.
* Participates in New Hire Orientations and staff onboarding.
* Prepares agendas, notices and memos for meetings.
* Effectively communicates with executives and management within the University, State agencies and various school districts.
* Performs other duties as assigned by the Dean.

**QUALIFICATION REQUIREMENTS**

The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Highest degree of integrity, professionalism, diplomacy and discretion.
* Excellent communication skills both orally and in writing.
* Proficient skills and experience in MS Office- Excel, PowerPoint, Word.
* Strong customer service focus; ability to interface with all levels within the institution.
* Excellent analytical and problem solving skills.
* Good documentation and organizational skills.

**EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

* Bachelor’s degree (BA/BS) in business administration or equivalent experience.
* Have 3-5 years of professional administrative support experience, including experience working with document and meeting preparation and office administration.
* Budget management experience is required.

**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 will award a Doctor of Pharmacy (PharmD) degree in the 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 (www.ketchum.edu).

**HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume 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.