



Marshall B.
KETCHUM UNIVERSITY

**Executive Assistant to the Dean for the Southern California College of Optometry
and Budget Manager**

JOB SUMMARY

The Executive Assistant to the Dean of the Southern California College of Optometry (SCCO) and Budget Manager is responsible for the efficient operation of the Dean's office as well as the budget for SCCO. The duties include managing the Dean's office, coordinating events for SCCO, assisting with communications, and managing the operating budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages Dean's calendar and schedules meetings
- Liaison to Dean's direct reports
- Prepares meeting documents (Drafts correspondence, Memo's, spreadsheets, agendas, PowerPoint presentations, and organizational charts).
- Creates drafts of annual and quarterly reports (ASCO, ACOE, COA House of Delegates and Executive Summary for the Board of Trustees) and for college programs.
- Updates "SCCO Annual Timeline" which acts as a guide for the operation of the Dean's Office
- Maintains electronic and hard copy files for the Dean's Office
- Works closely with University Advancement for the coordination of annual scholarships
- Works closely with the Coordinator of Special Events in planning SCCO events
- Faculty Liaison to over 100 faculty members (full-time/adjunct/VA/fill-in) Works closely with Dean of Clinics for the hiring of fill-in clinicians
- Establishes and maintains an office climate that encourages personal development, staff retention, and high morale among SCCO staff.
- Participates in New Hire Orientations and Staff onboarding.
- Works with members of the leadership team to develop annual budgets
- Coordinates funded programs with Institutional Advancement
- Provides monthly reports on budgets to the Dean of Optometry
- Provides feedback to the leadership team on budget matters.
- Manages programs and initiatives for the Dean of Optometry
- Performs other duties as assigned by the Dean.

QUALIFICATION REQUIREMENTS

The requirements below are representative of the knowledge, skill and/or ability required.

- Highest degree of integrity, professionalism, diplomacy and discretion
- Experience with managing budgets.
- Ability to handle multiple tasks efficiently and effectively and meet tight deadlines
- Ability to handle confidential information in a professional manner

- Must be a self-starter with excellent anticipation and prioritization skills
- Excellent judgment, independent thinker and resourceful;
- Proficient computer skills (MS Outlook, Word, Excel, PowerPoint, Visio, Publisher, and Internet research).
- Superior communication skills in person, on the phone, in writing, by email and voicemail
- Good knowledge of general business and corporate cultures
- Flexibility for occasional evening and weekend hours

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) required in business administration or related field, Masters in Business Administration (MBA) preferred.
- 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 . Position is open until filled.

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