



Marshall B. KETCHUM UNIVERSITY

Academic Affairs and Faculty Support Coordinator

JOB SUMMARY

Are you detailed oriented? Are you looking for a position with excellent benefits? Academic Affairs and Faculty Support Coordinator provides administrative and technical software support for the Faculty of Southern California College of Optometry (SCCO) and the Office of Academic Affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative support for faculty in creating course handouts, course manuals, exams, and slide presentations
- Provide administrative support for faculty committee meetings as requested
- Design flyers; create maps; mailing labels
- Create graphics and technical drawings for books
- Provide administrative support for faculty emeriti
- Create PDFs, Create fillable form (PDF/Word), scanning, copying, etc.
- Provide support for college sponsored events (e.g. Awards ceremony, White Coat Ceremony, Student orientation, Graduation)
- Facilitate student requests (e.g. absence, time-off request, communication of ADA student needs)

QUALIFICATION REQUIREMENTS

To perform this job successfully, the individual must be able to perform each duty satisfactorily. The requirements listed 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.

- Performs standard and advanced word processing duties
- Proficient with Microsoft Word, Excel, PowerPoint, and Outlook
- Proficient with Adobe Acrobat
- Basic skill with Adobe Photoshop/Photoshop Elements
- Values and supports a diverse and inclusive work environment
- Responsible for maintaining confidentiality of special projects

EDUCATION AND EXPERIENCE

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

- High School Diploma or GED (general education development test)
- One year certificate from University or technical school; or
- Three to six months related experience and/or training; or equivalent combination of education and experience

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to rotate between walking, standing and sitting. The employee is continuously required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop kneel or crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and the ability to adjust focus.

ABOUT THE ORGANIZATION

Marshall B. Ketchum University, an independent, private, non-profit, accredited educational institution. Located in Fullerton, California. Marshall B. Ketchum University is a comprehensive health care university, built upon a legacy of over 110 years of academic excellence and clinical education. 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 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.

HOW TO APPLY

Interested candidates, please send 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.