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Senior Administrative Associate

 School of Medicine, Stanford, California, United States

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Stanford University is one of the world's most renowned universities. Sitting in the heart of the San Francisco Bay Area among the valley's most progressive companies, the School of Medicine is seeking candidates to fulfill the role of Senior Administrative Associate in the Department of Neurosurgery.

You will be working with an unparalleled leading edge community of faculty and staff that are fundamentally changing the world of health care. You will have the opportunity to influence and drive change with your innovative ideas, the ability to make a difference, and participate in human advancements. Our culture is fast paced, energetic and growing all of the time.

We are seeking candidates who are a seasoned professionals and who are progressive thinkers, see challenges as simply problems to solve, and have a spirit and energy to think outside the box.

Duties include:

- Act on behalf of the supervisor, department manager, or chair in regards to establishing priorities and identifying and resolving problems that are administrative in nature.
- Research and/or write background information for meetings. Participate in meetings on supervisor's behalf, inform after the fact.
- Oversee and/or perform duties associated with scheduling, organizing, and operating complex conferences, seminars, and events, including arranging with vendors for services, overseeing the production and distribution of materials, administering logistics, and managing event within budget.
- Compose and draft documents and correspondence for presentations, course handouts, grants, conferences, seminars, and reports; perform substantial research editing and fact checking. Create, maintain, modify, and/or ensure accuracy of content in various unit documents, displays, reports, brochures, social media, and/or websites.
- Plan and schedule calendar(s) without prior consultation, resolve calendaring conflicts, and arrange travel in compliance with unit, university, and sponsor policies.

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
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- Create complex reports and spreadsheets which may utilize specialized software and systems. Make recommendations based on reports.
- Oversee and/or process a variety of complex financial transactions; produce, monitor, and reconcile budget statements; research, identify, and resolve discrepancies. May assist with capital or special equipment requests and/or vendor selection.
- Coordinate complex office moves. Plan and coordinate routine remodeling and renovations.
- Analyze and review material and extract pertinent information for briefing purposes.
- Positions at this level also include one or more of the following duties:
- In conjunction with financial lead and/or principal investigator, assist with sponsored project research proposal submissions and post award administration.
- Responsible for leading the administrative functions of a program or unit.
- Perform human resources transactional support and/or faculty affairs support; coordinate or manage the visa process.
- Serve as building coordinator.
- Oversee or supervise day-to-day work of other administrative or support staff, student and/or temporary workers, including scheduling, assigning, and prioritizing workloads, setting appropriate deadlines, reviewing work for quality, timeliness, and providing performance review input.

* - Other duties may also be assigned

DESIRED QUALIFICATIONS:

- Current or previous Stanford experience desired.
- Prior experience working in a high level academic or medical center environment preferred.
- Seasoned professional individual with strong work ethic.
- Experience with Stanford on-line ordering and financial reporting systems.
- Knowledge of medical terminology.

EDUCATION & EXPERIENCE (REQUIRED):

High school diploma and six years of administrative experience, or combination of education and relevant experience.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- Advanced computer skills and demonstrated experience with office software and email applications.
- Proven success in following through and completing projects.
- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Excellent customer service and interpersonal skills.
- Ability to prioritize, multi-task, and assign work to others.
- Ability to take initiative and ownership of projects.
- Ability to routinely and independently exercise sound judgment in making decisions.

PHYSICAL REQUIREMENTS*:

- Constantly perform desk-based computer tasks.
- Frequently sitting.
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.
- Rarely twist/bend/stoop/squat, kneel/crawl.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

Additional Information

- Schedule: Full-time
- Job Code: 4104
- Employee Status: Regular
- Grade: G
- Department URL: <http://neurosurgery.stanford.edu>
- Requisition ID: 86660

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