

Posting ID: IRC43220

The incumbent will provide administrative support services for the Office of Science Education Opportunities (SEO) and is a critical team member, interfacing with staff and stakeholders and developing and maintaining systems to insure seamless operations and the highest levels of effectiveness and functionality for all SEO initiatives.

SEO provides a single point of entry for kindergarten through grade 16 teachers and students to access experiences and information in the health sciences. SEO promotes and encourages OHSU faculty, students and staff to serve, share their expertise and mentor the next generation of health science professionals. SEO collaborates with all OHSU departments and education partners throughout the community to deliver quality education programming and connect students and teachers with health science professionals in the OHSU workplace and in the classroom.

#### Key Responsibilities:

- Coordinate and implement all administrative processes for science education outreach programs and partnerships including SOAR, On Track OHSU!, Discover Careers!, the OHSU Teacher Advisory Committee and statewide STEM Hub initiatives.
- Disseminate policies to OHSU faculty and student mentors about hosting minors and other students and teachers in OHSU facilities and programs.
- Coordinate the editing, proofing and distribution of grant and other funding applications in support of SEO programs.
- Research, collect and compile data and prepare reports outlining the impacts of SEO programs to be used by others to make decisions related to SEO programs.
- Compile, maintain and track SEO-related financial activities. Initiate billing, process payments, inventory and maintain SEO supplies and lending library.
- Schedule meetings with multiple participants, plan and coordinate conferences, prepare contracts and amendments to support program activities, prepare general correspondence for distribution.
- Attend meetings and off-site programs, take minutes, and assist with related planning.
- Manage SEO website, develop social media tools, organize and maintain program files and multimedia collections and archive digital photograph files.
- Manage recruitment, scheduling and organization of volunteers.
- Coordinate the editing, proofing, printing, and distribution of newsletters, flyers, manuals, and program material.
- Compile statistical information measuring program impact to be used by others to make program-related decisions.

#### Qualifications:

#### Required:

- Four years of general office or secretarial experience, OR An Associate's degree or certificate in office occupations or office technology and two years of general office or secretarial experience; OR A Bachelor's degree and two years of general office or secretarial experience; OR An equivalent combination of training and experience.

- Four years of administrative support experience (consistent with the duties above).
- Some professional experience with science education outreach desired, preferably in a higher education, K-12 or informal (out of school) education setting.
- Advanced skill with MS Office Suite including Word, Excel, PowerPoint, Outlook and Access.
- Working knowledge of standard office equipment including multi-line phones.
- Website design and management skills.
- Excellent organizational skill, attention to detail, judgment and discretion.
- Ability to work independently. Effective communication skills. Skill at meeting deadlines, multi-tasking and establishing priorities.
- Demonstrated professional and attentive customer service skills by phone, email and in person imperative, including the ability to work effectively with people of diverse backgrounds and stakeholders at all levels (teachers, school leadership, students, university faculty, volunteers).
- Ability to maintain strict confidentiality with sensitive and/or proprietary information.
- Highly creative, innovative, resourceful, and flexible.

Preferred:

- Commitment to education and career development in the K-20 constituencies.
- Work with diverse and underrepresented student populations.
- Demonstrated sensitivity to underrepresented students/populations.
- Working knowledge of ORACLE.
- Experience working with financials (bank reconciliations, spreadsheets, budget management).