



POSITION ANNOUNCEMENT

Administrative Assistant
For Main Campus (Ponce)
Internal Medicine and Emergency Medicine Department

This position requires a full-time administrative assistant for the Departments of Internal Medicine and Emergency Medicine. Among duties and responsibilities to complete are general knowledge of both department requirements for medical students. Required and elective rotations schedule, evaluations and faculty billing. Assist the current Administrative Assistant with daily email requests, faculty, and all departmental matters. Assist in grade documentation, zoom links assistance. Assist department chairs in all administrative endeavors among other things.

To succeed, the candidate must have the following academic preparation and abilities:

1. Bachelor Degree in System Office Administration as minimum.
2. Excellent oral and written communication skills in English and Spanish.
3. Effective time management, organizational and problem solving skills.
4. Ability to work in collaborative, multidisciplinary setting.
5. Effective social and interpersonal skills.
6. Fully competent in working with Microsoft Office programs (Excell, OneDrive, Word, Outlook), digital and web-based technology.
7. Good understanding of the educational process.
8. Willing to collaborate in solving problems for students and faculty.
9. Able to coordinate small projects and to participate in accreditation processes.
10. Demonstrate ability to follow instructions and to work both independently as well as part of a team.
11. Ability to calculate grades and calculate mathematical equations such as percentages, etc.

Interested qualified candidates must send current resume to:

Aida Santiago
Course Coordinator
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CC: jobs@psm.edu