

*Northeast is an equal opportunity employer.*

**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
February 9, 2026**

**POSITION:** Administrative Assistant, Long Island Campus

**DEPARTMENT:** Doctor of Chiropractic

**DIVISION:** Academic Affairs

**HOURS:** Full-Time, Monday- Friday, 7:30- 4:00

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**Salary information: \$24 to \$27/hr.**

**BENEFITS:**

- Medical          Dental          Vision          Health Savings Account          Flexible Spending Account
- College Paid Life, AD&D, LTD insurance          Generous PTO          12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services    Free Chiropractic Care

*Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.*

**General Description**

The Administrative Assistant serves as the primary support position for the educational program at the Long Island campus. The Administrative Assistant performs support duties common to academic teaching departments, as determined by the department head, and is responsible for, but not limited to, assisting with daily operations, coordinating paperwork and schedules for interviews, organizing events and meetings, providing clerical support to faculty, and ensuring technological equipment is available and in good working order. The position is a full-time in-person appointment requiring 35 hours per week of service to the College.

**Organizational Relationships**

- Reports to the Long Island Campus Director.

## **Specific Duties and Responsibilities for Online Programs**

1. This position works collaboratively with the Long Island Campus Director and Assistant Dean of Clinical Education to provide administrative support to an academic teaching department by scheduling academic appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.
2. Serve as a first-line resource to assist faculty by answering questions and providing information, locating desired information and materials, typing, collating, or otherwise assisting in test preparation, preparing and/or proofreading documents, correspondence, and other material, and obtaining desk copies of textbooks.
3. Serve as a first-line resource to assist students by determining who can best provide information needed by the student, providing basic and initial assistance to students with questions about classes, registration, permissions, etc., using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures).
4. Supports the work of the campus by maintaining an inventory of office supplies, instructional supply needs, and utilizing the appropriate process to pay for goods or services purchased by the department.
5. Coordination and management of campus events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, packets, purchasing awards, making travel arrangements and reservations, and assisting with the event as it occurs.
6. Supports the administrative business functions of the campus, scheduling the use of classrooms, facilities, or meeting rooms, and maintaining the security of classrooms, labs, equipment, and records.
7. Assist with proctoring of exams as needed.
8. Record, generate and distribute meeting minutes for department/program meetings as assigned.
9. Ensures educational equipment and technology are available and in good working order. Notifies Campus Director of technology problems or additional needs in a timely manner to ensure continuity of educational resources.
10. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds by promoting professional behavior and stewardship toward the College.
11. Supports the department by performing all other duties as assigned by the department head.

## **Methods of Accountability**

1. Performance evaluations by the Long Island Campus Director.
2. Satisfaction of faculty and staff with the management of departmental services.

## **Mental and Physical Requirements**

1. Attention to detail.
2. Exhibit high levels of discretion and confidentiality.
3. Keyboarding skills are required. A working knowledge of word processing and spreadsheet applications is required.
4. Must have a working knowledge of or the ability to learn and use database applications, the administrative business system or enterprise resource planning system, and other systems or applications that may be used within the College.

5. Must know how to adapt, operate, and troubleshoot electronic equipment, computers, and peripherals, maintain moderately complex filing systems and records, and make mathematical calculations.
6. Ability to perform multiple tasks flexibly and independently, due to interruptions.
7. Effective verbal and written communication skills are required.
8. Must be able to train, assign work, and review the work of student workers.
9. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

## **Education and Experience**

- An associate degree with two years of general office experience or an equivalent combination of education and general office experience is required. Experience in higher education environment is preferred.
- Knowledge of Microsoft 365 is required.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [humanresources@northeastcollege.edu](mailto:humanresources@northeastcollege.edu)

*\* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

*Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*