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JOB POSTING
OFFICE OF HUMAN RESOURCES
December 8, 2025

TITLE: Administrative Assistant (Part-time)

DEPARTMENT: Continuing Education

DIVISION: Academic Affairs

LOCATION: Seneca Falls campus

STATUS: Non-Exempt; Monday – Friday; 10 a.m. to 3 p.m.; occasional weekends

Salary information: \$16 to \$20/hr.

FUNCTION:

Provide administrative support to the Associate Director of Continuing Education for all aspects of continuing education programs, including registration, program setup, technical support, and customer service. This role requires strong organizational skills, attention to detail, and excellent communication abilities. May involve occasional weekends and evening hours. Hybrid options (remote work hours) may be available but are not guaranteed. Position is located on the Seneca Falls campus.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Associate Director of Continuing Education; indirectly reports to the Dean.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Serve as the primary point of contact / registrar for sponsored weekday and weekend seminars.
- Process registrations and payments for continuing education programs across various delivery formats (classroom, webinar, online).
- Set up and manage program platforms, including course data entry, links, and lecture notes.
- Assist with roster processing and adherence to board notification requirements.
- Coordinate with instructors and LMS personnel to ensure a smooth delivery of programs.
- Assist with processing of CE licensing applications.
- Assist in all aspects of CE account management.
- Provide exceptional customer service to healthcare professionals and staff.
- Respond to inquiries via phone and email.
- Assist healthcare professionals in selecting appropriate continuing education programs to meet licensure requirements.
- Manage program files and records.
- Host and moderate sponsored webinar programs.

- Provide technical support to participants and instructors.
- Train staff and work-study students on relevant software, systems, and operations.
- Assist in developing and distributing marketing materials.
- Process attendance rosters and Board notifications for sponsored and co-sponsored programs.
- Coordinate inter-departmentally for scheduling courses on-campus.
- Interact with state licensing boards, certifying organizations, and co-sponsor organizations.
- Other tasks assigned by the Associate Director of Continuing Education and / or Dean of Continuing Education.

METHODS OF ACCOUNTABILITY:

- Performance evaluations by Associate Director of Continuing Education.

MENTAL AND PHYSICAL REQUIREMENTS:

- Excellent written and verbal communication skills.
- Strong customer service skills with the ability to maintain a professional demeanor in a fast-paced office environment.
- Ability to interact effectively with a diverse range of individuals, including college departments, staff, attendees, faculty, licensing boards, and co-sponsor organizations.
- Ability to take initiative, make decisions, and work independently in a fast-paced environment.
- Strong attention to detail and accuracy.
- Excellent organizational skills to prioritize tasks and meet deadlines.
- Ability to ask clarifying questions and seek input when needed.
- Proficient in Microsoft Office Suite and quick to learn specialized software for online learning and webinar hosting
- Ability to sit for extended periods and use computer equipment.
- Ability to lift and carry light objects, such as boxes of materials.

QUALIFICATIONS:

- High school degree or equivalent experience.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and relevant software.
- Experience with online learning platforms and webinar software.
- Ability to work independently and as part of a team.
- Detail-oriented and able to multitask.

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

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

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