



Northeast is an equal opportunity employer.

**JOB POSTING
OFFICE OF HUMAN RESOURCES
November 12, 2025**

POSITION: Administrative Services Clerk

DEPARTMENT: Purchasing

DIVISION: Administrative Services

HOURS: Part-Time, 25 hours a week, Monday- Friday 8:30 a.m. to 1:30 p.m. (preferred)

Salary information: \$17 to \$19/per hour

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:

Reporting to the Administrative Services Manager, the part-time Administrative Services Clerk is responsible for the development and maintenance of a system to track vendor insurance coverages. Also serving as a purchasing backup to the Administrative Services Manager when they are away from the office. This involves processing, tracking, and filing of purchase requisitions for the purchase of equipment, services, supplies and other types of inventories needed for the daily operations of the College including off-campus Health Centers. The PT Administrative Services Clerk will also cross-train in the Mail Room and Facilities office to act as a backup to the Mail Clerk and Administrative Services Support Staff, performing administrative duties for the Facilities and Security Departments.

Campus Store

Specific Responsibilities:

- Develop and maintain a system of tracking and verifying certificates of insurance to ensure compliance with college risk management and procurement requirements.
- Assist and consult with faculty and staff on orders to be placed to meet their needs and provide requested information to resolve problems on purchases and or inquiries.

- Assist in contacting outside vendors to obtain price quotations, determine status of orders, and follow up on problem areas.
- Assist in obtaining specifications necessary to accomplish specific projects related to goods and services to meet user needs.
- Assist in coordinating ordering and inventory levels with appropriate users, purchasing, and outside vendors.
- Assist in the preparation of quote requests for assigned equipment and related supplies.
- Any other duties assigned by the Administrative Services Manager.

Administrative support in peak times and in the absence of the Administrative Services Support Staff or the Mail Clerk under the direction of the Administrative Services Manager.

Administrative Services Support Staff

1. Provide assistance to the Facilities Department when needed
2. Assistance in Central Duplication, copying, collating, and creating documents for faculty and staff
3. Administrative assistance support, filing, answering phone calls, taking messages, etc.
4. Other duties as assigned

Mail Clerk

1. Provide assistance to the Mail Room when needed
2. Receive mail/packages, complete the mail run throughout the facility, as well as delivery and pickup of mail and packages
3. Other duties as assigned

QUALIFICATIONS:

High School Diploma or equivalent preferred. Purchasing / order placement and two years administrative experience preferred. Basic computer skills with knowledge of Microsoft Windows Office Package, typing (letters, memos).

High level of discretion and confidentiality are required. Attention to detail and accuracy are essential. Excellent written and oral communication skills necessary with emphasis on customer service philosophy. Must work well independently, as well as with a diverse Campus population. Ability to handle multiple tasks and excellent organizational skills required.

Working Conditions:

- Regularly required to stand, walk, and occasionally lift up to 50 lbs.

NOTE: Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release for a Motor Vehicle Report upon hire. This release will remain in effect through the duration of employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

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.*

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.