



College of Health and Rehabilitation Sciences Dean's Office – University Assistant (UA)

Hourly wage: \$16.94

Schedule of hours would be between 12:45pm and 5:00pm. Hours may vary due to the needs of the department, but an average of 19 hours per week can be expected.

About the Role:

The College of Health and Rehabilitation Sciences (CHRS) at Central is seeking a University Assistant to oversee its Hospital Corridor reception area and coordinate daily administrative and operational responsibilities. This UA position blends front-desk hospitality with clinical-simulation environment awareness. The College of Health and Rehabilitation Sciences has five departments, two of which are housed within Copernicus Hall. Nursing and Nursing Anesthesia Practice (DNAP) share the newly constructed Hospital Corridor space on the second floor.

Responsibilities:

- Greet and direct visitors, students, faculty, and clinical staff as they enter the Hospital Corridor
- Manage the front desk: answer phones, return voicemails, and route inquiries to the appropriate contact
- Assist with scheduling and confirm simulation sessions, lab bookings, and room reservations
- Maintain visitor tracking for safety and compliance
- Coordinate with simulation technicians and faculty/staff on session schedules and room setup needs
- Keep the reception area and corridor organized, stocked, and professional-looking
- Process paperwork: consent forms, attendance records, evaluation sheets, and supply requests
- Support inventory tracking for office and basic lab supplies
- Assist in creating promotional material and enhancing the Hospital Corridor's public image through the college's digital signage, social media, newsletter, and website
- Provide general administrative support to the Dean's Office
- Collaborate with other departments, faculty, and staff at Central to ensure successful operations and Hospital Corridor visibility on campus and beyond

Required Criteria/Skills:

- Professional phone and email etiquette; clear written and verbal communication
- Experience with programs such as Microsoft Office and Outlook, Excel, Adobe Express or Canva) and scheduling tools
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize in a busy environment
- Professional, welcoming demeanor with diverse populations
- Reliability and punctuality, especially for scheduled simulation sessions
- Basic data entry and record-keeping accuracy
- Ability to maintain confidentiality and handle sensitive information

Preferred Criteria/Skills:

- Experience in a healthcare, hospital, or clinical education setting
- Familiarity with simulation labs, medical education, or academic environments
- Comfort working in a clinical/corridor setting around simulation mannequins and equipment
- Display of enthusiasm, initiative and flexibility in assisting with Hospital Corridor responsibilities

To Apply:

Please submit your resume, cover letter, and three references to Joyce Lin, Administrative Operations Assistant, College of Health and Rehabilitation Sciences Dean's Office via email: jlin1@ccsu.edu .

Please redact any personally identifiable information (i.e. SSN, DOB, marital status, country of origin) from any documents submitted.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.