

## **Executive Assistant to the Chief Human Resources Officer**

### **Executive Assistant to the Chief Human Resources Officer Position Summary**

The **Executive Assistant** provides administrative and project management support to the Chief Human Resources Officer for Stony Brook Medicine. Incumbent is responsible for maintaining the Chief Human Resources Officer's calendar, making travel arrangements, and coordinating meetings and conferences. The incumbent will assist in the development of presentation materials, building and working with spreadsheets, and any major project related tasks. The incumbent will assist in the development and monitoring of the annual budget and email/blog communications.

### **Duties of an Executive Assistant to the Chief Human Resources Officer may include the following but are not limited to:**

- Answers and effectively screens incoming telephone calls, mail, and visitors; researching and responding to various inquiries while directing other inquiries as necessary to responsible areas.
- Responsible for the preparation and/or coordination of official correspondence, meeting agendas, meeting minutes, and formal presentations for the CHRO that are accurate, complete and meet quality standards for appearance and presentation. Prepares mail merges as needed.
- Schedules and coordinates meetings for the CHRO. Prepares meeting materials and distributes to meeting participants Coordinates virtual meetings and/or in person meetings as needed.
- Responsible for the CHRO's calendar by setting priorities for activities and appointments and keeping abreast of activities throughout SBUH, HSC, the Campus, the Community, and elsewhere that may require the CHRO's attention. Attend meetings as representative for the CHRO, as needed.
- Coordinates personnel actions for the CHRO This includes recruitment, appointments, interactions with outside agencies in the search process, performance programs, interactions with search committees, tracking staff evaluation due dates, recertification schedules and employee health evaluations, as required. Maintains confidential files for disciplinary and other medical staff issues.
- Prepare, monitor, coordinate and expedite purchase requisitions and services for the CHRO, review invoices for accuracy prior to payment, perform data entry necessary to input expense information into spreadsheet format for the maintenance of records and preparation of reports as needed.
- Prepares and coordinates all travel arrangements, follow-up and reimbursement for the CHRO for local and national conferences and speaking engagements. Helps process meeting and travel financial approvals and associated accounting paperwork for directly reporting HR Senior Managers.
- Prepares spreadsheets, uses advanced excel formulas to analyze and summarize data. Prepares high level, professional summaries of data as needed.
- Prepares PowerPoint presentations which are of high quality and follow best practices in visual presentation.
- Prepares and updates Tables of Organization using Visio and/or other applications.

- Serves as administrative support when the hospital command center is activated.
- Maintains a well organized and up to date electronic filing system.
- Other duties and responsibilities as assigned.

## **Qualifications**

### **Required:**

- Bachelor's degree
- At least 5 years of Administrative Assistant Experience with 3 or more years of which must be supporting a Director level position or above
- Advanced Microsoft Excel skills (vlookups, pivot tables, etc)
- Proficiency in all other Microsoft Office products (i.e., Word, Vizio, PowerPoint, Outlook)
- Strong organizational skills and time management skills
- Exceptional communication skills both written and oral
- Demonstrates a high level of professionalism and courtesy and must be able to work collaboratively with team members at all levels of the organization
- Sound decision making skills and professional judgement
- Track record of and commitment to ensuring the highest level of confidentiality

### **Preferred:**

- Master's degree in a healthcare or related field
- Prior experience in Human Resources.
- Hospital or healthcare setting experience

**Special Notes: Resume/CV and cover letter should be included with the online application.**

**In accordance with the New York State Department of Health (DOH) regulation that all hospitals and nursing homes “continuously require all personnel to be fully vaccinated against COVID-19,” Candidates who are not already partially vaccinated must obtain the first dose of the vaccine within three (3) calendar days of acceptance of conditional job offer and must obtain any subsequent doses in accordance with the vaccine protocol, including booster vaccines. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of job offer or in accordance with vaccine manufacture protocol, whichever comes later.**

**The regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulation allows for limited exemptions with reasonable accommodations, consistent with applicable law.**

**Posting Overview:** This position will remain posted until filled or for a maximum of 90 days. An initial review of all applicants will occur two weeks from the posting date.

Candidates are advised on the application that for full consideration, applications must be received before the initial review date (which is within two weeks of the posting date).

If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date. Please note, that if no candidate were identified and hired within 90 days from initial posting, the posting would close for review, and possibly reposted at a later date.

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- Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
  - All Hospital positions may be subject to changes in pass days and shifts as necessary.
  - This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
  - This function/position may be designated as "essential." This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

**Prior to start date, the selected candidate must meet the following requirements:**

- Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services\*
- Complete electronic reference check with a minimum of three (3) professional references.
- Successfully complete a 5 panel drug screen\*
- Successfully complete a Background Check investigation.
- Provide a copy of any required New York State license(s)/certificate(s).

**Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.**

**\*The hiring department will be responsible for any fee incurred for examination.**

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Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age,

disability, genetic information, veteran status and all other protected classes under federal or state laws.

**If you need a disability-related accommodation, please call the University Office of Equity and Access at .**

**In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed**[https://nam03.safelinks.protection.outlook.com/?url=https://www.stonybrook.edu/police/&data=02 | 01 | Jennifer.Coppola@stonybrookmedicine.edu | 66fb74ae10a54d3d0de408d83330b5bd | eafa1b31b194425db36656c215b7760c | 0 | 637315631595152065&sdata=mpKfBSnyr1z2wH1hsX1OZx8WpTGfXBWUtZGtNgcvHA4=&reserved=0](https://nam03.safelinks.protection.outlook.com/?url=https://www.stonybrook.edu/police/&data=02%20%20Jennifer.Coppola@stonybrookmedicine.edu%2066fb74ae10a54d3d0de408d83330b5bd%20eafa1b31b194425db36656c215b7760c%20637315631595152065&sdata=mpKfBSnyr1z2wH1hsX1OZx8WpTGfXBWUtZGtNgcvHA4=&reserved=0).

Job Number: 2200928

Official Job Title: TH Staff Assistant I

Job Field: Administrative & Professional (non-Clinical)

Primary Location: US-NY-Stony Brook

Department/Hiring Area: Human Resources

Schedule: Full-time Shift :Day Shift Shift Hours: 8:30 AM - 5:00 PM Pass Days: Sat, Sun

Posting Start Date: Mar 10, 2022

Posting End Date: Jun 8, 2022, 8:59:00 PM

Salary: Commensurate with experience

Salary Grade:SL2

**To apply, visit <https://apptrkr.com/2923862>**

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