



Cummings Graduate Institute for Behavioral Health Studies  
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[www.cgi.edu](http://www.cgi.edu)

**How to apply:**

1. Submit your application via email to [hr@cgi.edu](mailto:hr@cgi.edu).
2. Include the following with your application:
  - a. Cover letter
  - b. Resume/CV
  - c. Unofficial transcript (official transcripts are required for the person hired for the position)
  - d. How did you hear about the opening?
  - e. Desired start date.
3. For any questions, please contact [hr@cgi.edu](mailto:hr@cgi.edu).

<b>Effective Date</b>	To be determined
<b>Position</b>	Academic Admin Assistant
<b>Supervisor</b>	Chief Executive Officer
<b>Position Type</b>	Full Time
<b>Position Location</b>	Remote
<b>Work Schedule</b>	Weekdays (Monday-Friday)
<b>Travel</b>	No travel is required for this role, but occasional travel may be requested
<b>Benefits Eligible</b>	Yes
<b>401k Eligible</b>	Yes
<b>Compensation</b>	\$40,000 - \$50,000 - depending on education and experience

**Job Summary:**

Provide direct day to day support, planning, organizing, and accomplishing tasks as needed for the Academic Department.

**Job Summary:**

This position was designed to provide administrative assistance to the Chief Executive Officer (CEO) to ensure effective and efficient academic operations. In this position, the individual will work closely with the CEO to coordinate, measure, and evaluate academic program performance while maintaining continuous improvement.

**Essential Duties and Responsibilities:**

- Coordinates meeting schedules, attends and captures documentation, action plans, and follows up to track performance and accountability
- Uses strong project management and evaluation skills to assist academic team with documenting and evaluating steps taken to improve curriculum and program outcomes
- Coordinates Continuing Education activities with CGI team members; assists with logistical and project management elements to ensure success across departments
- Provides support with Culminating Project (CP) Defense scheduling and documentation
- Supports CEO in gathering data, researching necessary information, creating reports, coordinating communications and scheduling, and other administrative duties as assigned

**Minimum Requirements:**

- Bachelor's degree required
- Experience in executive assistant or administrative support roles
- Preferred experience in a postsecondary education setting
- Ability to stay organized and respectfully support organization of supervisor
- Working knowledge of remote office processes such as scan-to-email, video conferencing software
- Cultural competence and respect for all
- Ability to work successfully with diverse colleagues, customers, and vendors
- A positive attitude and ability to adapt to change
- Ability to collaborate effectively with cross-functional work-groups and prioritize multiple time-sensitive tasks
- Strong interpersonal, oral, and written communication skills
- Proficiency in the use of all MS Office and Google Drive products, cloud storage, social media, use of email and internet, use of WhatsApp and/or Signal messaging/calls

**Equal Employment Opportunity**

Cummings Graduate Institute for Behavioral Health Studies is an Equal Employment Opportunity employer. It is against Cummings Graduate Institute's policy for any employee to discriminate against an applicant for employment on the basis of age, color, disability, gender identity or expression, national origin, race, religion, creed, sex, sexual orientation, genetic information, pregnancy, as well as any other characteristic protected by state, federal or local law.