



Cummings Graduate Institute for Behavioral Health Studies
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www.cgi.edu

How to apply:

1. Submit your application via email to 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.

Effective Date	To be determined
Position	Operations Assistant
Supervisor	Chief Operating Officer
Position Type	Full Time
Position Location	Remote
Work Schedule	Weekdays (Monday-Friday)
Travel	No travel is required for this role, but occasional travel may be requested
Benefits Eligible	Yes
401k Eligible	Yes
Compensation	\$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 Operations Department. Project management of the Integrated Care Conference and CGI Commencement Ceremony.

Essential Duties and Responsibilities

- Processes final grade submissions for all courses
- Review weekly grade reports and send out retention email to current faculty
- Assists in development and implementation of policies and procedures for the institution
- Assists in development and maintenance of the Institutional Catalog
- Assists in development and maintenance of the Faculty Handbook
- Assists in development and maintenance of the Staff Handbook.
- Maintains academic calendar for institution; collaborates with academic and operations team members to ensure accuracy and implementation
- Maintains academic terms within the student information system, Populi, to ensure that future terms and course listings are added, maintained, and adjusted per the needs of the institution
- Process certificate, diploma, and transcript requests
- Develop enrollment data tracking and reporting, including rates of retention, graduation, and other data necessary for accreditation and licensing reports; authors reports and presentations as requested
- Lead and project manage all aspects of planning the Integrated Care Conference

- In combination with the Integrated Care Conference, assist in the planning and communication of the commencement ceremony
- Provide reports to the Chief Operating Officer as needed
- Support the Chief Operating Officer with administrative tasks
- Biannual audit of student records
- If applicable, assist the Chief Operating Officer on collecting student data for any grievances or student disputes.
- Provide reminders of upcoming deadlines to staff, faculty, and stakeholders
- Manage the various scholarships offered for students enrolled
- Other duties and tasks assigned by the Chief Operating Officer

Minimum Requirements:

- Bachelor's degree required
- Experience in executive assistant or administrative support roles
- Preferred experience in event management and planning
- Preferred experience in a postsecondary education setting
- Ability to stay organized and support organization of supervisor
- Working knowledge of office processes such as copying, scan-to-email, filing, faxing, scheduling, shipping, and messenger services
- A proven record in working successfully with and providing customer service to diverse populations
- 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

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.