Position available:
Administrative Assistant (full or part time)

Department of Molecular Pharmacology and Therapeutics
Columbia University Irving Medical Center
New York, NY

Job Description:

The Department of Molecular Pharmacology and Therapeutics is seeking to recruit a hard-working, ambitious, and energetic individual be a part of a new administrative team in the department. This is an excellent opportunity to work with the Chair and department administrative team to build the department and grow our team, and will allow the individual to enhance their administrative skills and to gain experience in an Academic Medical Center. Job responsibilities will include:

- **Communications:**
  - serve as main point of contact for departmental communications and updates
  - update and maintain the department website
  - moderation of social media presence for the department
  - coordination of departmental newsletter

- **Faculty recruitment:**
  - serve as the main contact person for faculty recruitment
  - plan and organize recruitment visits

- **Administrative Support for the Chair:**
  - act as liaison between the Chair and the University financial teams; assist with proper budgeting and spending of Chair’s grant portfolio
  - act as liaison between the department and the University Human Resource teams
  - organize meetings and special seminars
  - assist with correspondence and meeting planning as needed

Requirements:

- Bachelor’s degree or Master’s degree preferred.
- Excellent opportunity for a recent or soon to be college graduate, or current Master’s student

Interested candidates should send a cover letter and resume to: cabateshen@columbia.edu (reference position in the subject)

References should be available upon request.