

Administrative Coordinator
Hasso Plattner Institute for Digital Health
Icahn School of Medicine at Mount Sinai

Locations: New York, New York

Job Description

Strength Through Diversity

Ground Breaking Science. Advancing Medicine. Healing Made Personal.

The Administrative Coordinator is responsible for administrative and office service activities such as purchasing, records control, and program support for the Chair of a department. This individual reports to a division head, vice president or higher-level executive.

- Answers routine and specific inquiries when possible. Directs inquiries, when necessary, to the appropriate department or individual for further information and/or resolution.
- Assists in maintaining and monitoring meeting requests, outlook calendars and list serves for the department Chair. Prepares and edits documents required to maintain balanced accounts for review and approval.
- Ensures adequate restock of supplies for department. Takes inventory or examines merchandise to identify items to be reordered or replenished. Requisitions merchandise from supplier and collaborates with Purchasing to secure the best pricing for equipment and supplies. Tracks expiration of vendors' contracts and renews as needed.
- Assists in the planning and logistical arrangements for the Chair's participation in forums, conferences, seminars, meetings.
- Assists in the planning and logistical arrangements for guests of the department Chair to participate in onsite forums, conferences, seminars, meetings, and/or visiting professorships.
- Assist in the development and coordination of informational packets for visitors and event participants. Transcribes and distributes minutes.
- Develops updates and/or revises presentations, email alerts, biosketches, CV's and mailing lists.
- Checks materials submitted for the Chair's attention to ensure all relevant data, authorizations and pertinent information are included.
- Coordinates administrative, secretarial and/or general office support coverage.
- Proactively sets priorities, deadlines, and builds scalable processes in support of the department and the department head.
- Performs other related duties.

Requirements:

- Bachelor's degree or equivalent combination of experience and education. i.e. HS/GED diploma plus seven years of experience.
- 5 years related administrative or business experience required. Some supervisory experience preferred.

Strength Through Diversity

The Mount Sinai Health System believes that diversity, equity and inclusion are drivers for excellence. We share a common devotion to delivering exceptional patient care. Yet we're as diverse as the city we call home- culturally, ethically, in outlook and lifestyle. When you join us, you become a part of Mount Sinai's unrivaled record of achievement, education, and advancement as we revolutionize medicine together and participate actively as a leader within the Mount Sinai Health System by:

- Serving as the primary resource management representative of the Mount Sinai leadership teams, committees, etc., and acting as the primary executive leader interface between Mount Sinai and key executives from the health systems' vendors and partners.
- Engaging with relevant thought leaders and policy-makers at the federal and state levels, and representing the Health System as assigned.
- Using a lens of equity in establishing and promoting policies and procedures and providing opportunities for all to thrive.
- Confronting racist, sexist or other inappropriate behavior and challenges exclusionary organizational practices and serving as a role model to promote anti-racist behaviors.
- Inspiring and fostering an environment of anti-racist behaviors among and between departments and co-workers.

We work hard to acquire and retain the best people, and to create a welcoming, nurturing work environment where you can develop professionally. We share the belief that all employees, regardless of job title or expertise, can make an impact on quality patient care.

Explore more about this opportunity and how you can help us write a new chapter in our story!

Who We Are

Over 42,000 employees strong, the mission of the Mount Sinai Health System is to provide compassionate patient care with seamless coordination and to advance medicine through unrivaled education, research, and outreach in the many diverse communities we serve.

Formed in September 2013, The Mount Sinai Health System combines the excellence of the Icahn School of Medicine at Mount Sinai with seven premier hospital campuses, including Mount Sinai Beth Israel, Mount Sinai Beth Israel Brooklyn, The Mount Sinai Hospital, Mount Sinai Queens, Mount Sinai West (formerly Mount Sinai Roosevelt), Mount Sinai Morningside (formerly Mount Sinai St. Luke's), and New York Eye and Ear Infirmary of Mount Sinai.

The Mount Sinai Health System is an equal opportunity employer. We comply with applicable Federal civil rights laws and does not discriminate, exclude, or treat people differently on the basis of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, or gender expression.

EOE Minorities/Women/Disabled/Veterans