

JOB TITLE: People Operations Assistant

DEPARTMENT: Office of People and Culture

LOCATION: Hybrid

HOURS PER WEEK: 15-20

SUPERVISOR TITLE: People and Culture Operations Coordinator

Duties and Responsibilities:

Work conducted for this role will primarily be done from home, with 1 day a week on campus, depending on the task or project. This position involves the location and review of documents, data entry, project planning, and other activities as needed.

- General Office Administrative Support
- Content/Document Editing
- Employee Recognition Program Support
- Other Duties as Assigned

Required Job Skills and Abilities:

- Detail oriented
- Self-starter able to work on own with direction
- Effective time management skills
- Able to execute directions
- Ability to view, sort, save, and organize electronic files
- Must have neat, legible, handwriting

Minimum Job Qualifications:

Minimum cumulative GPA of 2.5

Educational Benefits/Learning Outcomes:

Develop collaboration and communication skills
Develop skills in the use of Microsoft Word and Excel
Improving organizational skills and working with a deadline
Develop project management and problem-solving skills

Other Requirements:

Must be available to attend weekly meetings (virtual)
Must be able to work onsite 1 day a week
Must have excellent editing and document formatting skills
Must be able to work independently

SCU Core Values:

- 1) Integrative Health: We teach, learn, collaborate, and lead by creating an open environment for multiple disciplines and professionals to bring their shared and unique skills together for the benefit of patients and students.
- 2) Evidence-based Practice: We value a culture of inquiry, assessment, research, scholarship, and judicious use of current best evidence to inform our decisions and work.
- 3) Health Equity: We value people equally. We strive to educate graduates that are prepared to improve individual and community health.
- 4) Inclusivity: We welcome everyone regardless of age, race, ethnicity, class, religion, gender, gender expression, sexual orientation, disability, or any other similar or protected status. We believe inclusivity leads to more diversity in our reasoning, better representativeness in our conclusions, more ingenuity in our problem solving, and greater equity in our care.

Profile Qualities:

- 1) Customer service focused
- 2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
- 3) A belief that no task that improves the University is beneath us/servant leadership
- 4) Be an ambassador of the brand
- 5) Be a part of recruitment
- 6) Resource innovator

Profile-Specific Qualities by Category:

- 1.) They promote positivity and teamwork
 - a. They actively work to build up teams and break down silos
 - b. They actively work to be part of the solution
 - c. They actively work to empower themselves and their teammates, working together in decision making processes
- 2.) They see how they can affect the bigger picture
 - a. They understand how their role helps to build the future of integrative healthcare
 - b. They pay attention to the details.

To apply for this position, send your resume to: royafazel@scuhs.edu

SCU reserves the right to change the duties of the job description at any time. SCU provides equal opportunity for all qualified applicants and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected classification.