



Physicians Caring for Texans

TEXAS MEDICAL ASSOCIATION JOB DESCRIPTION

DEPARTMENT Physician Health and Rehabilitation
TITLE Administrative Assistant
SUPERVISOR PHR Program Manager

BASIC FUNCTION

To provide administrative support to the Physician Health and Rehabilitation Program.

MAJOR RESPONSIBILITIES/TASKS

1. Schedule and arrange educational programs for county medical societies, hospitals, and other entities by recruiting speakers to give the lectures and sending confirmation letters, presenter materials, and handouts.
2. Assemble packets for PHR live presentations.
3. Duplicate and maintain an inventory of home study courses, replenishing supplies for the Knowledge Center as required.
4. Prepare statistical reports for the committee's educational courses.
5. Assist with development and preparation of notebook for annual review of regional education team member participation.
6. Assist with the development and assembly of syllabus for PHRC-sponsored programs.
7. Develop and prepare award sheet for educational team members, which includes coordinating awards and preparing certificates to be presented during the annual retreat.
8. Assemble and maintain notebooks regarding PHRC services that are made available to new committee members and other PHRC representatives in the state.
9. Duplicate and mail meeting notices and agenda packets.
10. Assist in preparation and follow up for meetings and course reviews.
11. Record attendance and prepare draft minutes from PHR committee meetings.
12. Request quarterly statistics from county medical society PHR committees, compiling the responses.
13. Maintain inventory and fill order requests for PHR publications.
14. Assist with routine correspondence filing and ordering of supplies.
15. Possess strong skills in Word, PowerPoint, Excel, QuickBooks, and database software.
16. Ability to travel, as required.
17. Perform other related duties as directed or required.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility.

INDEPENDENCE/SUPERVISION RECEIVED

Duties are performed under general supervision according to generally prescribed guidelines. Employee is responsible for judgment that is exercised regarding selection and interpretation of methods and procedures to be used personally.

GENERAL QUALIFICATION REQUIREMENTS

Knowledge and Experience:

Requires basic understanding of a specialized area of knowledge normally acquired through four years of high school, plus one to three years of college or vocational school, or equivalent experience.

Skills and Abilities:

Ability to understand and follow oral and written instructions and to deal effectively with members and other TMA employees. Must be organized and able to manage multiple tasks. Detail-oriented, conscientious, good communication skills, discretion and accuracy are extremely important. Possess strong skills in Word, PowerPoint, Excel, QuickBooks, and database software. Must type a minimum of 60 words per minute.