

CAREER PROFILES

CLINICAL SERVICES

SENIOR ADMINISTRATIVE ASSISTANT

OVERVIEW

The Senior Administrative Assistant (Clinical) provides administrative support to the Vice President(s) in the clinical and innovation areas. They perform advanced, diversified, and confidential secretarial and administrative duties requiring broad and comprehensive experience, skill and knowledge of organization policies and practices. The Senior Administrative Assistant (Clinical) supports the clinical and innovation areas at the direction of the VP(s) and collaborates with administrative and executive assistants in other areas.

EDUCATION & WORK EXPERIENCE NEEDED

- High school diploma or equivalent required. Bachelor's degree in business, administration, or healthcare is preferred.
- Minimum of five years providing senior administrative support to an executive and department in a clinical /medical environment is required.
- Data analysis and research experience is preferred.
- Working knowledge with medical terminology and electronic medical/health records is preferred.
- Demonstrates advanced organizational, analytical and time management skills. Required to manage multiple priorities and multi-task.
- Advanced proficiency in Microsoft Office to include Word, Excel, PowerPoint, Outlook required.
- Excellent communication skills required. Must have the ability to communicate effectively with all levels of personnel and to represent the organization publicly.
- Ability to work both independently and as part of a team.
- Ability to cope with high levels of stress and able to handle a heavy workload.





Southwest Transplant Alliance (STA) is a non-profit organization that serves as the bridge between those who make the decision to donate their organs and tissues and those who need a lifesaving transplant.

Our Purpose and Core Values

STA's purpose is to save lives through organ and tissue donation and transplantation. We can accomplish our mission when all employees believe in our core values of being passionate, selfless team players.

Our caring and compassionate staff offer hope to those facing the devastating loss of a loved one. Our team works in hospitals to guide grieving families through the organ and tissue donation process and to provide the clinical services needed to recover, prepare and transport organs and tissues for those awaiting a lifesaving transplant. STA is also committed to educating the public about the need for donation and the importance of donor registration by supporting the Donate Life Texas registry.

An Important Role Provided Across the State

STA plays a vital role in the recovery of donated organs and tissues for transplant. We are part of a nationwide network of agencies responsible for the coordination of the recovery and allocation of organs and tissues within our federally designated service area.

STA is affiliated with 11 hospital transplant centers that perform organ transplants. We work with these partners, along with the staff of more than 280 hospitals in 96 counties in Texas.

CONNECT WITH US

