



Employment Opportunity for: Administrative Assistant

Position Purpose

The Michigan Health Information Network Shared Services (MiHIN) is seeking an Administrative Assistant to join their team. The Administrative Assistant provides management with scheduling and administrative support and additionally assists with office management.

This individual must have excellent organization, prioritization and multi-tasking skills, a high level of attention to detail and the ability to edit documents with precision, correctness and accuracy.

Routine activities include managing schedules, making travel arrangements and processing expense reports, supporting professionally-run meetings (both face-to-face and online), taking minutes for meetings, and other tasks necessary to ensure an efficient business operation.

Essential Functions and Basic Duties

- Assist management with administrative tasks and scheduling
- Maintain an orderly electronic and paper-filing system for documents
 - Organize business documents in their correct storage locations
 - Ensure that all documents are fully executed by management
- Effectively manage schedules and schedule meetings via Outlook and scheduling tools such as Doodle
- Proofread, format, and edit communications and correspondence requiring management approval
- Provide clerical and administrative support, such as processing travel reimbursements, preparing meeting materials, and/or special event planning
- Facilitate the support and preparation of materials for meetings, including preparing presentation materials, taking minutes, scheduling participants, preparing agendas and related materials, and distributing meeting materials to participants in a timely fashion
- Communicate professionally at all times both internally and externally

Required Qualifications

- Excellent communication skills (written and verbal English) and organization expertise with high attention to detail and task completion orientation
- Ability to manage a complex schedule and successfully work with administrative staff for senior executives at external organizations
- Discreet professional demeanor with the ability to maintain and honor appropriate confidentiality



Employment Opportunity for: Administrative Assistant

- Ability to work independently or under supervision and to multi-task when a wide variety of tasks is required
- Proficiency in Microsoft Word, Outlook, Excel and PowerPoint

Desired Qualifications

- Bachelor's Degree
- Knowledge and experience with WebEx, Basecamp, and Box.com
- Prior background or exposure to health information technology, health information exchange, and federal health information technology programs

Position Reports to: MiHIN Management

Job Location: East Lansing, MI

Salary: Depends on experience

What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, health information exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in healthcare. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN may also contribute to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and*



Employment Opportunity for: Administrative Assistant

the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

Application Instructions

- Please email cover letter, resume, and three full references to jobs@mihin.org for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled

Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.