FORT SCOTT COMMUNITY COLLEGE

Position Description NUR 03

NAME: JOB TITLE: **Administrative Assistant**

DIVISION/DEPARTMENT: Nursing/Allied Health

RESPONSIBLE TO: Director of Nursing

MONTHS PER YEAR: 12 HOURS PER WEEK: 40 DATE: August 2008
Rev: 08/2012; 05/2017

CREDENTIALS:

High School Graduate with additional college course work
High-level typing and keyboarding skills
Knowledge and demonstrated skill in Microsoft Office programs
Demonstrates business English; including grammar, spelling, and punctuation
Written, verbal, and phone communication skills
Ability to proofread course, department, and correspondence documents
Professional appearance and approach to others
Demonstrates teamwork, commitment, and flexibility
Self-starter, organized, punctual, able to meet strict deadlines

JOB PURPOSE:

To provide and maintain office services for the Nursing and Allied Health Department and to support the role of the Department Director.

SUPERVISORY DUTIES:

May directly supervise work-study students when/if assigned to the department.

JOB RESPONSIBILITIES:

- Prepares and maintains department files, student and historical records
- Opens the building and prepares for students and faculty to arrive
- Prepares correspondence, exams, minutes, checklists, certificates, and other documents for the director, instructors, and Student Nurse Organization.
- Maintains main bulletin board for timely communication
- Participates in preparation of documents for approval and accreditation site visits and program evaluation
- Assists Program Director with submission of annual reports to KSBN and ACEN
- Handles all incoming calls to Burke Street Campus, takes and records messages, works with I.T. to update and maintain phone system.

- Maintains copier and office equipment with vendors, Print Shop, and I.T. department.
- Submits work orders and help desk tickets as needed
- Coordinates and updates website information with I.T. department
- Coordinates the student uniform purchases with admission information
- Schedules students for TEAS exam and collects fees
- Monitors and updates student admission application files and performs preliminary review of files for completeness
- Notary of Public
- Submits application for approval, course schedules, rosters, dropped/failed students, and related materials to the Health Occupations Credentialing at Kansas Department of Aging & Disability Services for Allied Health Courses
- Submits test information and test forms to either the University of Kansas for scoring or test results to KDADS/HOC
- Submits student applications, transcripts, and correspondence to State Boards of Nursing for approval to test and licensure
- Assists lead instructor for 4th semester to schedule pictures and pinning ceremony.
- Handles letters of intent and lab fees for students accepted into the nursing program.
- Mails out course flyers for Allied Health courses to area agencies.
- Handles correspondence, records, and provides minutes for Advisory Board
- Participates in FSCC campus committees and activities
- Provides admission packets and information to prospective students
- Initiates purchase orders through DPS system
- Orders and maintains required office supplies for the department
- Distributes, collects, and forwards departmental time sheets
- Receives and distributes department mail
- Assists the director through appointments, calendar of events, being a resource in director's absence, event preparation, and other duties assigned
- Functions as a point of contact for the department

Reviewed by Supervisor: Bill Rhoads, RN, MSN May 1, 2017

Signature Date