

JOB TITLE: Program Assistant, Allied Health

DEPARTMENT: Instruction

LOCATION: Union Campus

REPORTS TO: Nursing Director, Dean Health Science

FLSA: Non-Exempt

LEVEL: 105

DATE: 08/15/18

POSITION SUMMARY:

Perform a variety of advanced program support and administrative assistance to the Director of Nursing/ Dean, Health Science.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associates degree; 3 years related experience.

ESSENTIAL TASKS:

- Evaluate all incoming correspondence, marking important sections, drafting replies, gathering appropriate background material, routing mail, and determining which matters require the attention of the director.
- Receive, interpret, and communicate information pertinent to the assigned unit's operation from and to various departments, agencies, and constituencies as necessary.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Respond to inquiries from employees and the public, screening and directing individuals as appropriate.
- Process program finances and maintain program finance records.
- Initiate, process and track departmental forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursement vouchers.
- Establish and maintain cooperative working relationship with all employees in the department and on campus.
- Compose written correspondence and materials; create and update all departmental forms and prepare for web; prepare minutes, reports, statistical data, and other materials pertaining to the nursing department.
- Prepare minutes, reports, and other appropriate documents for meetings of internal and external groups and organizations, distributing materials, and representing the director when requested.
- Schedule appointments and meetings, reserve meeting rooms, organize materials, send out meeting notices, arrange for catering services, make travel arrangements, and maintain the director's and department's calendar.
- Maintain telephone and mailing lists, office files, and other appropriate records which may include evaluation and pay records, board materials, room assignments, and special organization materials.
- Maintain inventory of office supplies, ordering as needed within available budget.
- Manage inquiries to the nursing, Emergency Medical Services, Fire Tech and Occupational Therapy Assistant, and RTC partner programs (Radiology Technician and Respiratory Therapy).
- Provide assistance with registration and advisement.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

ADDITIONAL DUTIES:

- Serve as liaison between Director of Nursing and Rolla Nursing Program Staff.
- Assist faculty in data entry/troubleshooting/maintenance of test bank.
- Assist Dean Chair in assigned duties.
- Assist with supervision of Student Worker.
- Compile/process information necessary for all programs for state/national accreditations.
- Perform other related duties and responsibilities as may be assigned.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of the Family Educational Rights and Privacy Act (FERPA). Knowledge of business English with the ability to write in complete sentences using appropriate words, correct grammar, punctuation and spelling. Knowledge of general accounting procedures. Ability to manage multiple projects and work under time pressures to meet established deadlines. Thorough knowledge of general office procedures and office filing systems. Ability to handle confidential material judiciously. Effective oral and written communication skills. Effective interpersonal skills, including ability to establish and maintain positive working relationships with co-workers. Ability to work effectively in a busy office with frequent interruptions. Some knowledge to troubleshoot minimal computer/software issues. Excellent customer service skills. Ability to use independent judgment and discretion. Detailed-oriented with skills in proofreading materials and data entry to ensure accuracy

LEADERSHIP and COMMUNICATION SKILLS: Follow technical instructions, procedure manuals, and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards. Communicate to convey or exchange general work-related information or service to internal or external customers.

DECISION-MAKING and ANALYTICAL SKILLS: May be responsible for actions of others, requiring almost constant decisions affecting co-workers or students. Adhere to college and department policies, procedures, and practices. Perform clerical or manual duties involving intensive understanding of a restricted field, unit or division. Perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE: Use office machines such as copiers, fax machines, telephones or 10-key calculators. Use computers for data entry or custom applications; proficient in Microsoft XP, Microsoft Office (Excel, Word, Outlook). Use Colleague (college database system)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 25 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

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