

**JOB TITLE:** Program Assistant, Nursing & Allied Health

**DEPARTMENT:** Instruction

**LOCATION:** Union Campus

**REPORTS TO:** Dean of Health Sciences/Director of Nursing

**FLSA:** Non-Exempt

**LEVEL:** 105

**DATE:** 10/22/19; 8/15/18

**POSITION SUMMARY:** Perform a variety of advanced programmatic support for multiple programs of study and administrative assistance to the Dean of Health Sciences/Director of Nursing. Nursing.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associates degree and three 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.
- Serve as liaison between Director of Nursing & Allied Health and Rolla Nursing Program Staff.
- Assist faculty in data entry/troubleshooting/maintenance of extensive test bank.
- Hire/fire/supervise work study students.
- Compile/process information necessary for all programs for state/national accreditations.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**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.

**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

**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)

**WORKING CONDITIONS** - the following physical conditions and hazards may be encountered in this position:  
The position is in an indoor environment with a moderate noise level.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read 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.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*

