

JOB TITLE: Assistant, Nursing & Allied Health

DEPARTMENT: Nursing and Allied Health

LOCATION: Main Campus

REPORTS TO: Dean of Health Sciences/Director of Nursing

FLSA: Non-Exempt

LEVEL: 103

DATE: 7/25/18; 7/16/14

POSITION SUMMARY: Perform a variety of secretarial duties to assist the programs in the Nursing and Allied Health Division.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* A High School Diploma or GED; 1-2 years secretarial experience.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Answer the telephone, provide information, take messages, and/or direct calls to appropriate personnel; greet, respond to inquiries regarding departmental matters, providing specialized information regarding policies, procedures, rules and regulations.
- Prepare outgoing mail; pick-up and distribute incoming mail to appropriate personnel.
- Perform clerical I duties to include filing, data entry, word processing, typing letters, reports, memoranda, and proofreading all work to ensure accuracy.
- Assist faculty with clinical lab equipment maintenance, inventory, simulation preparation, and other support lab duties.
- Maintain schedules of appointments; answer inquiries and provide information to staff and public.
- Organize and maintain confidential electronic filing system as required for access population.
- Assist in the preparation and analysis of reports as requested.
- Maintain filing systems.
- Prepare work orders, purchase orders and supply requisitions; process invoices; order office supplies as requested.
- Prepare agendas, attend meetings and take minutes.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- 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 guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

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 general office procedures and office filing systems. Knowledge of the Family Educational Rights and Privacy Act (FERPA). Effective telephone communication skills. Ability to establish and maintain positive working relationships with other employees. Ability to handle confidential material judiciously. Ability to organize and coordinate functions and tasks, with frequent interruptions. Ability to assemble information and make written reports and documents in a concise, clear and effective manner. Well-developed spelling, grammar, and proofreading skills. Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures.

LEADERSHIP and COMMUNICATION SKILLS: Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; communicate using routine sentences; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

DECISION-MAKING and ANALYTICAL SKILLS: May be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE:

Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment. Proficient with Microsoft Office (Word, Excel, Outlook)

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; will require flexible schedule to work evenings and/or weekends;

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 occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description. 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

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.*