

JOB TITLE: Administrative Assistant, Nursing & Allied Health

DEPARTMENT: Allied Health- Rolla

LOCATION: Rolla Campus

REPORTS TO: Director of Nursing/Dean Health Science

FLSA: Non-Exempt

LEVEL: 104

DATE: 11/4/19; 10/22/18

POSITION SUMMARY:

Provide a variety of advanced administrative, confidential and technical support to faculty, students and program students.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of an Associate's degree and two years full-time administrative support experience; four years preferred

ESSENTIAL TASKS:

- Greet visitors, students, and/or employees and respond to inquiries, requests for information and provide assistance.
- Establish and maintain cooperative working relationships with other employees at the Rolla Campus and at the Main Campus in Union to facilitate carrying out instructions involving other departments, transmitting information accurately and tactfully.
- Maintain office files, student files, and other appropriate records.
- Prepare syllabi, tests, and other documents as requested by faculty and Program Coordinator(s).
- Assist with the student advisement process
- Maintain inventory of office & clinical supplies
- Assists Program Coordinator(s) with clinical laboratory maintenance.
- Perform general clerical duties including organizing, filing, shredding and photocopying documents and files, etc.
- Compose written correspondence and materials; create and update all departmental forms; prepare minutes, reports, and other materials pertaining to the Allied Health programs.
- Responsible for answering phones, responding to voice or e-mail messages, as well as sending and receiving faxes.
- Initiate, process and track departmental forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursement vouchers.
- Schedule appointments, meetings, send out meeting notices, make travel arrangements, and maintain the department calendar.
- Manage distribution of all incoming and outgoing mail; screen and respond as necessary. Review outgoing material for completeness, dates, and signatures.
- Assist with coordinating pinning ceremony for graduating class.
- 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 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: Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment. 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 business English with the ability to write in complete sentences using appropriate words, correct grammar, punctuation and spelling. Detailed-oriented with skills in proofreading materials and data entry to ensure accuracy. Oral

and written skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the general public. Ability to identify what information is needed by others for effective actions. Ability to maintain confidential and sensitive information. Ability to develop and maintain filing systems.

Ability to devise or adopt office procedures to changing organizational needs. Ability to organize and coordinate functions and tasks, with frequent interruptions. Well-organized and self-directed. Ability both to take initiative and follow-through. Ability to perform basic mathematic calculations.

LEADERSHIP and COMMUNICATION SKILLS:

Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

DECISION-MAKING and ANALYTICAL SKILLS:

Requires frequent decision making affecting co-workers or students; ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards.

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.

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

SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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.*