

Southeastern Illinois College

Administrative Assistant to the Associate Dean of Nursing and Allied Health

(Full-time Position)

DIVISION: Nursing and Allied Health
LOCATION: Southeastern Illinois College Campus
REPORTS: Associate Dean of Nursing and Allied Health
BOARD APPROVED: March 21, 2019 / June 26, 2002

POSITION SUMMARY:

This is a full-time position that provides confidential, technical and instructional and administrative support to the Director of Nursing and Allied Health.

ESSENTIAL RESPONSIBILITIES:

1. Serve as the receptionist to the Office of Nursing and Allied Health
2. Work with Director to fulfill requirements for state and national reports
3. Establish and maintain cooperative working relationships with allied health faculty to facilitate instructional needs
4. Maintain office files, student files and databases, and other appropriate records
5. Assist with preparation of syllabi, exams, and other documents as requested by nursing faculty and Director of Nursing and Allied Health
6. Perform general clerical duties including organizing, filing, shredding, and photocopying documents and files, etc
7. Create and update all departmental forms and prepare for web; prepare meeting minutes, reports, statistical data, and other materials pertaining to programs in the Allied Health Division
8. Responsible for answering phones, responding to voice or email messages, as well as sending and receiving faxes
9. Initiate, process, and track departmental forms such as purchase orders, requisitions, travel forms, etc
10. Performs word processing, database software, desktop publishing;
11. Posts information in the Course Management System; Maintains the Division Webpages on SIC Website, works with Jenzabar,
12. Completes schedule entry for Allied Health Courses.
13. Assists with proctoring exams related to allied health as needed
14. Works with marketing to prepare and mail brochures and informational marketing materials
15. Assists with and maintains files and databases on prospective, current and past students;
16. Distributes office and campus correspondence and mail to Nursing and Allied Health faculty and other SIC employees as required
17. Orders, stores and distributes office supplies to Nursing and Allied Health faculty;
18. Schedule appointments, meetings, distribute meeting notices, and make travel arrangements as necessary
19. Assists with special events in the Allied Health Department as assigned

20. Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
21. Coordinates on-line registration for NCLEX examinations, RN & PN, and other allied health exams as needed.
22. Assists with submission of CNA Program forms to IDPH; Must enter information into the IDPH web portal for incoming CNA students
23. Performs all other duties and responsibilities that may be assigned by the Director of Nursing and Allied Health.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities include planning, assigning, and directing work study students as assigned.

EDUCATION:

Associate's degree or equivalent from two-year college or technical school; Must be proficient in Microsoft Office Suite; Medical Terminology courses relating to Allied Health preferred; two years related experience and/or training or equivalent combination of education and experience.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have good organizational skills and be able to organize and coordinate functions and tasks, with frequent interruptions. Thorough knowledge of the principles of office management and of office procedures, systems and equipment is essential. Must have good oral and written skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the public. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATIONS SKILLS:

Ability to read and interpret documents such as state rules and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

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; walk; and stoop, kneel, crouch, or crawl. the employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.