

SCHOOL OF NURSING ADMINISTRATIVE SPECIALIST

SUMMARY: Provide administrative support for the School of Nursing's administrators and faculty in operating its multiple programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide administrative support to the School of Nursing faculty members.
2. Process work orders as assigned.
3. Manage the execution and maintenance of clinical site affiliation agreements.
4. Assist with setting up or facilitating presentations in various settings for various groups.
5. Participate in the onboarding process of students and faculty assisting with health screening and record keeping as needed.
6. Use the computer for word processing, database use, spreadsheet use, PowerPoint, e-mail access, Internet use, and mail merge use to facilitate communications with students and MC.
7. Maintains recordkeeping for confidential student health records.
8. Follow up with prospective students and applicants with appropriate correspondence/phone calls.
9. Keep accurate records of prospective students.
10. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

OTHER SKILLS AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to enjoy talking with the public and serving as a positive public relations representative for the College and the School of Nursing.
- Skill in the use of personal computers and related software applications.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to demonstrate thorough knowledge of: business English and arithmetic; general office methods, procedures and practices.
- Ability to plan, develop, and coordinate multiple projects.
- Ability to read and write at a level appropriate to the position's duties.
- Ability to gather data, compile information, and prepare reports.
- Ability to demonstrate strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff and student body.
- Ability to investigate and analyze information and to draw conclusions.
- Ability to demonstrate strong organizational skills and attention to detail.
- Ability to resolve customer complaints and concerns in a professional manner that is legal and ethical.
- Ability to demonstrate excellent telephone courtesy, knowledge and experience.
- Ability to interpret, adapt and apply administrative/procedural decisions and judgments.
- Ability to develop and maintain recordkeeping systems and procedures with accuracy.

- Ability to function as a team player with excellent skills in consultation and collaboration.
- Skill in the use of personal computers and related software applications.
- Ability to read and write at a level appropriate to the position's duties.
- Strong organizational skills and detail oriented.
- Ability to relate positively and effectively with a diverse faculty, staff, student body and the community.
- Excellent telephone courtesy knowledge and experience.
- Ability to create, compose, and edit written materials.

EDUCATION and/or EXPERIENCE:

- 2-4 years experience as an administrative assistant or equivalent,
- Bachelor's degree from a four-year college or university preferred;
- Or equivalent combination of education and experience.

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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit and require sufficient hand, arm, and finger dexterity to operate a computer keyboard, typewriter, or other office equipment. Requires visual acuity to read words and numbers and speaking and hearing ability sufficient to communicate in person or over the phone. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Work normally performed in a typical interior/office work environment, with minimal exposure to health or safety hazards.

MC EMPLOYMENT STATEMENT: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of employment, duties, and responsibilities are subject to Mississippi College's Policies and Procedures.

REPORTS TO: Dean, School of Nursing

FLSA STATUS: Non-exempt