

**CROWDER COLLEGE
POSITION DESCRIPTION**

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| Status: Full-Time, 12 mo. | Title | CAMPUS/DEPARTMENTAL ADMINISTRATIVE ASST |
| Revised: 12/09/16 | Department | MCDONALD COUTY CAMPUS/ NURSING DEPARTMENT |
| Level: Staff, Range 4 | IPEDS | CLERICAL & SECRETARIAL |
| FLSA: Nonexempt | Reports to | NURSING PROGRAM COORDINATOR/ DIRECTOR OF MCDONALD COUNTY CAMPUS |

POSITION SUMMARY

Provide all clerical support functions for the McDonald County Campus & Nursing Department, ensuring smooth and efficient office administration and serving as the main point of contact for the Campus.

MAJOR FUNCTIONS

1. Assist with the coordination of the day to day operation of the Nursing department offices including but not limited to: receiving and distributing incoming mail, distributing outgoing mail, making appointments and scheduling meetings as directed, ordering and maintaining supplies, copying materials.
2. Coordinate the day to day operation of the McDonald County Campus offices.
3. Type or key in a variety of documents, composing correspondence as directed and proofreading work for accuracy.
4. Organize and maintain the office filing system, filing correspondence and other documents as required, including appropriate handling of confidential materials such as student medical and immunization records, and drug and criminal background check results.
5. Answering telephone and greeting visitors, responding to questions, ascertaining nature of requests and directing accordingly, and taking accurate messages. Forward questions regarding classes and advisement to a nursing instructor or academic advisor, as appropriate.
6. Serve as an initial contact for prospective Nursing students referring them to the available Nursing Instructor for discussion of the programs, qualifications and other admissions information.
7. Act as the purchasing agent for the Campus; determining the most cost efficient way to purchase office, instructional, and maintenance supplies, as well as vending machine needs and purchases by other departments on behalf of the Campus.
8. Coordinate front desk coverage with work-study and other personnel and submit time sheets for all staff. Submit all paperwork for new student hires for work-study and tutoring to all necessary offices.
9. Maintain a waiting list of alternates for possible Nursing program vacancies.

10. Assist in organizing and coordinating special events such as open houses, workshops or council meetings, arranging for rooms, room setups, meals, and refreshments as necessary.
11. Receive nursing program applications. Verify the Program Coordinator's calculation of a student's grade point average of general education courses. Send reference letter forms to listed references. Record and maintain test scores.
12. Report all computer and technology issues to the Information Technology department as needed and assist students and staff with technology issues.
13. Reconcile budget monthly and supervise daily bank deposits of funds received at the Campus.
14. Process all pay requests electronically and reconcile statements monthly.
15. Monitor opening and closing classrooms and buildings when security personnel are not available. Check for items that need maintenance attention.
16. Keep current and in stock all forms, program information, fliers and other paperwork needed to provide services for students. Print forms from student support departments and make available for students such as admissions, financial aid, records, testing, transfer and career services, etc.
17. Assist with testing services including but not limited to entrance testing, online testing, make-up exams and assignments, "special needs" testing, and non-Crowder testing services.
18. Encourage, support, and assist all students, faculty and staff members.
19. Perform other related tasks as assigned.

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| KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE |
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1. High School diploma/GED required, Associates degree or equivalent in education/experience preferred.
2. One (1) year of full-time related work experience.
3. Well developed spelling, grammar, and proofreading skills.
4. Ability to key routine documents at a level normally acquired through one year of touch typing course work or on-the-job training.
5. Knowledge of general office procedures and office filing systems.
6. Ability to perform multiple tasks and remain calm during frequent interruptions.
7. Ability to establish and maintain positive working relationships with other employees.
8. Ability to handle confidential material judiciously.

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| EQUIPMENT/SOFTWARE |
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1. Operate standard office equipment such as desktop calculators, computers, copiers, and telephones.
2. Expertise with Microsoft word processing and spreadsheet software.
3. Must learn/use Jenzabar student database system.

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| POSITIONS SUPERVISED |
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None

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the office and the campus.
2. Bending and stopping to access files and storage, and light lifting as needed.
3. Input and access information-using computers.
4. Ability to concentrate on assigned tasks and pay close attention to detail.
5. May sit at a workstation for up to three (3) hours at a time.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Effective telephone communication skills, including ability to obtain and provide information verbally.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions and to ask appropriate questions for clarification.
4. Ability to read English in order to proofread and perform grammatical and spelling edits.