



Classification Description

Job Title: Administrative Specialist, Nursing

Pay Grade: 106

Job Code: 4333

FLSA Status: Non-Exempt

Job Purpose

The Administrative Specialist, Nursing is responsible for coordinating the completion of assigned tasks within the Department of Nursing. Duties include support for Directors, faculty, and instructional staff with course materials, supplies, and students from program admission to graduation. The Administrative Specialist is responsible for coordinating and implementing the public-facing operations for the Department of Nursing and providing professional administrative support for leadership within the department. This position requires long range planning skills and the ability to coordinate the completion of multiple tasks or projects within established time frames.

General Responsibilities

Essential Functions

Analyzes and reviews administrative functions for the purpose of improving program efficiency, maximizing resources, and ensuring accuracy.

Coordinates the accurate and timely completion of department functions, assigned special projects, and routine administrative department functions.

Coordinates intra- and inter-departmental communications to include, but not limited to, administrator directives, dissemination of College/department policy and procedure, and meeting agendas.

Prepares and disseminates routine departmental reports and special reports, as requested.

Assists supervisor and program directors in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, and report preparation.

Schedules courses in Banner as directed by ASN and BSN Program Directors and administration meeting both College and departmental deadlines.

Inputs workload hours for all faculty and adjunct professors for the Department of Nursing.

Communicates textbook information to the bookstore and provides communication within the department.

Scribes meeting minutes, as assigned.

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Provides communication to prospective students.

Coordinates admission processes with other Administrative Assistants and ensures that admission processes are followed.

Reviews and monitors websites for currency and accuracy.

Completes FQFs for the Department of Nursing.

Assists with accounting records for the Department of Nursing, which may include purchase orders, requisitions, billing, expenditures, revenues, inventory, and P-card reconciliation.

Proctors exams when needed.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepares special reports, as directed.

Assists supervisor, as directed, in performing administrative support and coordination related to budgetary responsibilities.

Coordinates and supervises special projects, as assigned.

Manages the Nursing Forum for student communication.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

Three (3) years of full-time professional work experience providing administrative support to a senior or executive-level leader in a business or institutional setting. An appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer and office software such as MS Office, Excel, and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.

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- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively and professionally both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 21, 2024.