

# JOB DESCRIPTION



**Position Title:** Office Assistant – Nursing

**Department:** Nursing and Allied Health

**Employment Category:** Non-Exempt Staff

**Primary Location:** Downtown Center

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE03

**Position Summary:** The Office Assistant for Nursing is responsible for performing a variety of administrative and office support duties for a program or function for the department, including providing support to department faculty, staff, and students.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Prepares documents, letters, forms, classroom materials, technical materials in support of department programs; corrects grammatical, punctuation and spelling errors; gathers information and prepares letters, reports or memoranda in response to general issues related to the department; prepares reports for internal and external use

Organizes, establishes, and maintains record-keeping systems for the department, including correspondence, documents, materials and records; records or logs information; follows up on missing or incomplete information; assembles, researches, and summarizes information from a variety of sources as assigned; compiles data; prepares statistics, special or recurring reports as directed

Provides clerical and organizational support to department staff through maintenance and tracking of information, performing data entry and verification, processing mail and correspondence, compiling periodic reports, maintaining a calendar of department activities, performing routing, copying and filing, maintaining office supplies inventory

Assists in the oversight of office operations; maintains detailed office procedures and recommends changes to procedures in an effort to enhance efficiency and effectiveness

Assists in the management of department budgets; prepares purchase requisitions, processes purchase orders, purchase cards documents, invoices, etc. and prepares periodic reports as directed; makes recommendations or conducts analysis of budget status; initiates supply or work order requests; handles personnel or other administrative forms for department

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Two years related experience

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*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Knowledge of and ability to perform exceptional customer services techniques  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to compose correspondence, including strong grammar, spelling, and punctuation skills  
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public  
Ability to work accurately, efficiently, and effectively with all types of data  
Ability to work under pressure with frequent interruptions  
Ability to maintain accountability, reliability, and ability to perform duties and responsibilities in a discreet manner with a high level of accuracy  
Ability to maintain a high level of personal integrity

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Director of Nursing

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.