To apply submit an employment application (click here for application), resume, and letter of interest to: Dean of School of Nursing 5301 S Hwy 16, Rapid City, SD 57701

I. POSITION TITLE: School of Nursing (SON) Administrative Assistant

II. EMPLOYEE CLASSIFICATION: Classified

III. JOB CLASSIFICATION: Nonexempt

IV. ACCOUNTABLE/REPORTS TO: Dean of the School of Nursing, Associate Dean of the School of Nursing, SON Project Manager/Compliance Officer

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: 24 hours per week/variable plus any additional hours necessary to complete job assignments from time to time. Evening, day or weekend hours as defined by the SON dean and the SON associate dean.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Associate degree required.

EXPERIENCE: Two-year previous administrative or customer service experience preferred.

PHYSICAL: Good eye sight, good verbal communication skills, listening, writing skills, hand/eye coordination, reaching, hand-wrist-finger dexterity, editing, proofreading, ability to exert force to lift and/or move objects up to 25 lbs. on occasion, typing, keyboarding, cleaning, balancing, filing, dialing, collating, bending over, stapling, walking, pushing, carrying, unlocking, repetitive motions, turning, opening, stooping, standing, sorting and sitting.

SKILLS EXPECTATIONS: Must possess excellent communication and telephone answering/coordination skills. Must be able to function in a setting where multi-tasking is required. Must possess excellent computer skills and be able to operate Windows environment to include MS Word, Excel and Outlook. Must possess excellent organizational and general clerical skills and have good spelling and grammar.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: The purpose of this position is to provide support to the School of Nursing by assisting in the SON record management, handling information requests, preparing correspondence, receiving visitors, arranging conference calls, making travel and meeting arrangements and customer relations. Works directly with the SON.
dean, the SON associate dean, and SON project manager/compliance officer. Provides indirect support to all campus nursing program chairs and other matters as assigned in support of the mission of the School of Nursing and in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

(Essential elements of the position)

A. Function as administrative assistant to the School of Nursing.

B. Maintain calendar, ascertain which events require SON presence.

C. Arrange travel through internal or outside agents; prepare trip itinerary, trip files and supplies.

D. Prepare and complete expense reports for the SON dean, the SON associate dean, and the SON project manager/compliance officer.

E. Prepare and process invoices/purchase orders/check requests for payment if applicable.

F. Routinely re-order office supplies.

G. Update mail/phone directories.

H. Greet all visitors, staff, faculty and students of the university in a friendly and customer service oriented manner. Serve as contact for the School of Nursing in relaying information to university’s employees, business people, clients and customers by phone or in person.

I. Manage and route all incoming telephone calls to the School of Nursing. Follow designated phone script as defined by the SON dean.

J. Maintain SON files as directed by the SON dean, the SON associate dean, and the SON project manager/compliance officer.

K. Assist with recording/distributing minutes for various meetings as needed.

L. Process all incoming and outgoing mail pertaining to nursing. Assist with direct/bulk mail efforts as well as coordinating re-entry, birthday and referral mailings.

M. Send designated faxes and make copies.

N. Other duties as assigned by the SON dean and the SON associate dean.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

A. School of Nursing Dean and Associate Dean
B. School of Nursing Executive Committee
C. School of Nursing Project Manager/Compliance Officer
D. Administration, faculty, staff and students of the university
E. Business people, clients, and customers
F. All accreditation and regulatory bodies at the state and federal levels
XI. **LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the School of Nursing, university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

I have reviewed and comprehend the responsibilities of the SON administrative assistant position. Upon acceptance of this position, I acknowledge and accept these responsibilities.

Signed: _______________________________ Date: ________________