



Position Title: Administrative Assistant (Nursing Department)
Reports To: DON, ADON
Classification: Non-Exempt
WC Code: 8869
Position Type: Fifth Level Administrator

Major Responsibilities: Facilitate course delivery by providing assistance to students and faculty. Perform routine clerical and administrative duties and activities including receiving and handling information. Local travel involved. Complete in timely manner hospital paperwork such as faculty and students roster. The administrative assistant may be required to accompany the DON, ADON or Division Head to meetings.

Specific Duties and Responsibilities:

1. Read, understand, and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. Greet visitors, students, and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
4. Answering and making phone calls
5. Photocopying, scanning and faxing documents as needed.
6. Checking and distributing documents and correspondence.
7. Set up and maintain paper and electronic filing system for records, correspondence, and other materials.
8. Participates in the compilation of data collection.
9. Maintain scheduling and event calendars.
10. Setup and coordinate meetings and conferences.
11. Open, read, route, and distribute incoming mail and other material.
12. Schedule and confirm appointments for students, and faculty.
13. Support and participate in University's Commencement Ceremonies.
14. Participate in the self studies and committees conducted by the University.
15. Performs any special project assigned by the President or supervisor.
16. Performs other duties as assigned.

Job Requirements:

Minimum of 2-3 years administrative experience
Computer competency skills (Excel, Word, Outlook)
Excellent organization and communication skills
Ability to manage multiple tasks
Wide knowledge of HIPPA law
Foster teamwork

Demonstrate customer service skills
Ability to work independently, two nights a week or as necessary

Education:

High school diploma required; Associate's degree or Bachelor's degree in related area preferred

Note: The use of computers and university resources is limited for school business purpose.
Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be constructed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>