



HUMAN RESOURCES

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## SECRETARY II

# SCHOOL OF NURSING AND HEALTH SCIENCES

POSITION REFERENCE NUMBER: 10525-137

### GENERAL FUNCTION

The position performs secretarial functions and general office work for the administrators and faculty in the Department of Nursing in the School of Nursing and Health Sciences (SNHS) to ensure an efficient office operation and welcoming environment to our students, faculty, and external constituents. Work is performed under the general supervision of the Department Head, Nursing.

### RESPONSIBILITIES

1. Provides the first point of contact for internal and external contacts for the SNHS Department of Nursing. Uses independent judgment and autonomy in managing or redirecting requests.
2. Provides secretarial support to Department Head and Program Directors in the Department of Nursing.
3. Hires and supervises student workers and related projects.
4. Types grants, proposals, and letters; keeps records for the program faculty and works with other staff to track operations related expenditures and records in order to support accreditation and regulatory requirements.
5. Coordinates meetings, conferences, workshops and other Department of Nursing related activities, included but not limited to Pinning Ceremonies, Advisory Board Meetings, etc.
6. Prepares teaching agreements for all part-time faculty for each term as directed.
7. Supports recruitment efforts for students. Assists Clinical Coordinator in processing and monitoring healthcare agency contracts (with varying expiration dates) and works in collaboration with other SNHS personnel and the Office of General Counsel to assure completion of all contracts in a timely manner.
8. Answers the telephone, distributes mail, and assists in arranging appointments for faculty members.
9. Maintains department level copies of student's records including work-study (federal and state). Coordinates the scheduling of work-study students and oversees the workload and student worker outcomes.
10. Coordinates Graduate Assistant hiring and scheduling in collaboration with faculty and department heads to assure that SNHS resources are used appropriately and efficiently.
11. Maintains bulletin boards, display racks for nursing and health sciences literature, etc.
12. Assists faculty members with the design of complex charts, slides, and presentations; troubleshoots software and graphic problems.
13. Anticipates the needs of the department and works to assure the efficient and effective use of resources and ensuring a smooth office operation.
14. Coordinates HESI Testing and Scheduling with Graduate Assistants, Instructors, and IT / Computer labs for all undergraduate nursing courses each semester.
15. Assists Administrative Coordinator with the following: financial budget, including ordering and tracking purchases.



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16. Performs any other duties as assigned.

## MINIMUM QUALIFICATIONS

1. Associate's degree preferred with a minimum of three (3) years office/administrative experience; preferably in an educational setting.
2. Proficient knowledge of computers including Microsoft Office packages. A willingness to develop additional computer skills, adjust to other updated technology and grow academically as required.
3. Ability to work evening and/or weekend hours to support SNHS events as necessary.
4. Understanding and commitment to confidentiality.
5. Detail oriented with strong organizational and communication skills; ability to multi-task.
6. Excellent grammar, spelling and typing skills; ability to learn new technical concepts quickly.
7. Strong communication, interpersonal and organizational skills.
8. Customer service / student focused.

## OTHER INFORMATION

Exemption Status: Non-Exempt

Post Date: September 6, 2017

## HOW TO APPLY

Submit a letter of interest and an attached resume to [jobs@rmu.edu](mailto:jobs@rmu.edu). To ensure proper processing, applicants must use the following subject line format:

**First Name Last Name – Position Reference Number**

**Example: Bob Morris - 123456**

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