



Job Description

Job Title: Administrative Assistant
Unit: Nursing
Reports To: Dean
FLSA Status: Non-Exempt

Prepared by: Dean, College of Nursing
Approved By: VP Academic Affairs
Date: July 18, 2008

Summary

The Administrative Assistant is responsible for providing clerical, administrative, and project support to the Dean of the College of Nursing. He/She maintains a current knowledge of the Nursing Program's policies, procedures, processes and procedures in an effort to assure efficiency and integrity of the Program.

Responsibilities

1. Maintains an updated and accurate calendar as well as schedule appointments and office meetings as requested.
2. Greets and screens incoming visitors in a professional manner and promptly notifies appropriate person of their arrival.
3. Prepares a variety of technical, statistical, financial and narrative reports, letters, memos, and other written correspondence and materials.
4. Answers multi-line telephone system, takes accurate messages, and transfer telephone calls to the appropriate person in an efficient manner.
5. Receives, sorts, and distributes unit's incoming mail and prepares outgoing mail in a timely manner.
6. Operates standard office equipment to include: multi-line telephone system, postage machine/scale, facsimile machine, computer/printer, and photocopy machine.
7. Performs routine administrative functions including word processing correspondence, memos, filing, and reports.
8. Prepares and confirms all travel and accommodation arrangements.
9. Performs other related duties as assigned.
10. Provide support and back-up for all staff functions, including special projects.
11. Responsible for the administration, security, confidentiality, and retention of Nursing Program personnel and student files.
12. Record and maintain a file of minutes of Nursing Program faculty and staff meetings.
13. Performs other related duties as assigned.

Skills

- Must type 45 WPM
- Working knowledge and experience using Microsoft Office software
- Excellent written and oral skills.
- Well organized
- Pleasant and Professional customer service skills

Education/Training

- Associates degree required; Prefer Bachelor's Degree

Experience

- Previous Administrative experience required

Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson campus buildings, off campus, and to USN campuses and facilities located outside Henderson, NV.
- Standard office hours are 8:00 a.m. to 5:00 p.m.

- Performing duties and attending events during the evening and on the weekend occurs occasionally and may be required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other USN campuses or facilities (e.g. South Jordan, Utah) occurs occasionally and may be required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students/residents.

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 15 pounds.

I have read the above position description and have received a copy.

Employee Signature

Date