



## Job Description

Job Title:	Administrative Assistant	Prepared by:	Dean, College of Nursing
Location:	South Jordan Campus	Reviewed by:	Director of Human Resources
Unit:	Nursing	Approved by:	VP Academic Affairs
Reports To:	Campus Dean, CON, South Jordan		
FLSA Status:	Non-Exempt	Date:	August 5, 2009

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### Summary

The Administrative Assistant is responsible for providing clerical, administrative, and project support to the Campus Dean for the College of Nursing, South Jordan Campus. 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

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

- High School Diploma or GED required; associates degree preferred.

### Experience

- Previous Administrative experience required

## Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling off campus and to other USN campuses located outside South Jordan, UT.
- 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 (i.e. Henderson, NV) 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.*

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Employee Signature

Date