

# KANSAS WESLEYAN UNIVERSITY

## POSITION DESCRIPTION

### Administrative Assistant to the Director of Nursing Education

#### APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit an application ([www.kwu.edu/jobs](http://www.kwu.edu/jobs)), a cover letter, and a resume. Please email your application materials to [janeane.houchin@kwu.edu](mailto:janeane.houchin@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The Timeline for filing this job is:

- Applications will be taken until the job is filled
- Interview will begin as soon as qualified application are received
- The position begins as soon as possible

**KWU is an Equal Opportunity Employer.** We will not check references or past employers without first notifying you of our intent to do so.

#### ADMINISTRATIVE INFORMATION

**POSITION:** Administrative Assistant to the Director of Nursing Education

**POSITION'S GROUP:** Provost

**GROUP'S MAJOR RESPONSIBILITIES:** The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

**POSITION'S DEPARTMENT:** Nursing Education

**DEPARTMENT'S MAJOR RESPONSIBILITIES:** The Department of Nursing Education prepares students as professional nurse generalists by incorporating the areas of biopsychosocial, behavioral, and spiritual development into the delivery of nursing education so that students may provide client-centered care, pursue graduate studies and continue lifelong learning. The department offers two programs: the Bachelor of Science degree with a major in nursing for pre-licensure students and the RN to BS with a major in nursing for post-licensure students. The department operates in such a way to achieve yearly re-approval by the Kansas State Board of Nursing (KSBN) and programmatic accreditation by a national accreditation agency for nursing programs. In addition, the department actively recruits new students to the department and the university and participates on faculty and university committees.

**POSITION'S DIRECT SUPERVISOR:** Janeane Houchin, Director of Nursing Education

**DATE POSITION LAST REVIEWED OR ANALYZED:** June 2017

**POSITION'S EMPLOYMENT STATUS:** At-Will, Full-Time, Non-Exempt, Hourly.

**POSITION'S SALARY AND BENEFITS:** Minimum entry salary for this position is \$29,000; final salary dependent on experience and qualifications. Full-time benefits available.

#### POSITION INFORMATION

**POSITION'S SUMMARY:** This position is responsible for management of the department's administrative office, providing direct support to the director of the department. When needed and/or instructed by the Director, this position will assist faculty with clerical projects.

**POSITION WORKS WITH:** The position works daily with the Director of Nursing Education, six full-time faculty members, and two or more adjunct faculty members. In addition, this position works with administrative officers, staff, faculty, students, and guests of the university.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None; however, assists the director with budget decisions when requested.

**POSITIONS PHYSICAL WORKING CONDITIONS:** Works in a climate controlled office setting. Standing, sitting, stooping, walking, talking, seeing, hearing, typing, filing, and other similar physical motions and activities are required, unless discussed with the director for available accommodations.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** Computer and software, university phone system, university network and email systems, university Learning Management System (LMS).

**POSITION'S WORK SCHEDULE:** Monday through Friday 40 hour work week, normally 8:00am-12pm and 1:00pm-5:00pm. Hours may be somewhat flexible during the summer when school is not in session. Limited evening and weekends may be required depending on accreditation site visits and one or two special events.

**TRAVEL REQUIREMENTS:** Seldom.

## POSITION RESPONSIBILITIES AND DUTIES

### **POSITION'S ESSENTIAL DUTIES:**

1. Performs general office management and clerical tasks including, but not limited to:
  - a. Maintains inventory of office and kitchen supplies.
  - b. Coordinates scheduling campus facilities for the department.
  - c. Maintains office equipment in coordination with the appropriate campus departments.
  - d. Screens phone calls and handles questions or forwards to appropriate person.
  - e. Processes invoices and reimbursements, and records departmental expenditures for internal budget management.
  - f. Mentors work study students, if requested.
2. Provides administrative support for the Director.
  - a. Schedules appointments for the Director.
  - b. Interacts with departmental constituents on behalf of the director, when requested.
  - c. Drafts letters, policies, reports and other documents for review and approval by the director.
3. Disseminates information to current nursing students, prospective nursing students, nursing faculty, alumni, Communities of Interest, and others as requested.
  - a. Updates the department's web pages, in coordination with the Marketing and Communication Office.
4. Maintains extensive and diverse files for the department using traditional methods for paper documents as well as electronic storage methods.
  - a. Create annual notebooks and files for syllabi and course materials.
  - b. Creates and maintains various files for pre-nursing, current, and past nursing students and graduates.
5. Compiles and organizes data and information for required nursing program accreditation, Kansas State Board of Nursing (KSBN) re-approval, and various related reports.
  - a. Assist with the revision and updating of the nursing section of the academic catalog, the nursing student handbook, and the nursing faculty handbook, all of which are linked with the departmental policy and procedures manual.
  - b. Manages the process for acquiring and updating clinical contracts.
  - c. Compiles results of evaluation surveys.
6. Compiles and creates agendas and documents in preparation for monthly meetings of four nursing committees. Manages the process of taking minutes and evaluating actions.
  - a. Takes minutes at nursing committee meetings.
  - b. Finalizes the minutes according to process for accreditation purposes.
  - c. Takes appropriate steps to facilitate follow-through of actions from the meetings.
  - d. Ensures evaluation of actions are recorded in the minutes.
  - e. Maintains notebooks and electronic files containing minutes for easy retrieval of information.
7. Creates and maintains databases and spreadsheets for use in assessment, reports, recruitment, admission of students to the program, evaluation of student success, and various other purposes.
  - a. Creates various lists, rosters and informational documents each semester.
  - b. Updates advisor/advisee list.
  - c. Updates applicant worksheet in preparation for committee meeting.
  - d. Manages the process of acquiring background information and health documentation for nursing students.
  - e. Manages the survey process for collecting information from students and employers.
  - f. Updates the student grade tracker.

### **POSITION'S OTHER DUTIES:**

- Assists faculty with clerical projects, if approved by the director.
- Schedules clinical time slots for students in SRHC system.
- Assists students with admission paperwork and/or NCLEX application, if requested.
- Assists with planning and conducting department events such as bi-annual Nursing Advisory Council meetings, student orientation and the pinning ceremony.
- Performs other appropriate and reasonably required duties as assigned by the position's supervisor.

**POSITION'S PERFORMANCE MEASURES AND STANDARDS:** Actual performance standards (goals) will be set in consultation between the position holder and their direct supervisor.

## POSITION QUALIFICATIONS

### **EDUCATION:**

Required: High school diploma or GED

Preferred: Associate degree or higher in office or business administration and/or management.

**CERTIFICATIONS/LICENSES:** None

### **EXPERIENCE:**

Required: Experience of at least two years in an administrative office or in the role of an office manager.

Preferred: Experience of at least five years in a professional administrative office.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:**

- Proficiency with computer applications and office technology, primarily Microsoft Word, Excel, Adobe, and medium proficiency on the internet. Interest in and ability to learn new technology.
- Demonstrated ability to organize projects, prioritize responsibilities and meet deadlines.
- Demonstrated problem solving and abstract thinking skills.
- Demonstrated ability to produce high quality work while working independently.
- Interest in researching data and information for reporting purposes.
- Excellent written and verbal communication skills, including proof reading and editing.
- Ability to maintain strict confidentiality.
- Flexibility and adaptability concerning changes in processes.
- Teachable, resourceful, and intuitive.
- Excellent customer service skills, including an approachable demeanor, discernment while communicating, and attitude of a servant-leader.

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.

## AGREEMENT SIGNATURES

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read, understand, and accept this Position Description and more specifically the duties and standards of performance associated with this position and agree to be held accountable for successfully completing these duties and standards of performance.

Direct Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

A copy of the signed position description is to be retained by both the position employee and their direct supervisor. In addition, a signed copy is to be given to and retained by the Department’s Supervisor and the HR Department.