

Southeast Technical Institute

Sioux Falls School District 49-5

JOB DESCRIPTION

Nursing Programs Secretary

Division/Department/Program:	Health and Human Services/Nursing	Job Status:	Full-time
FLSA Status:	Non-Exempt	Reports To:	Dean of Curriculum and Instruction, Nursing
Grade/Level:	Clerical Class III, 12 Month; Southeast Technical Institute Classified Salary Schedule, Level K	Amount of Travel Required:	None
Work Schedule:	<ul style="list-style-type: none">• 12 Month Classified Staff Work Schedule,• 40 hour work week,• Monday-Friday 8:00am-5:00pm• Some flexibility with work hours for school/program start/end periods, and Nursing Program activities/events	Positions Supervised:	None
Prepared By Title or Dept:	Southeast Technical Institute Human Resources	Approved By Title or Dept:	Vice President of Academic Affairs
Prepared By Date:	March, 2019	Approved By Date:	March, 2019

POSITION SUMMARY

This position will provide confidential administrative support for the Southeast Technical Institute Nursing programs and its staff. This position will also perform a variety of office support duties to include program scheduling, greeting students and visitors, document preparation, and program data management.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Perform a wide variety of administrative and clerical activities to maximize efficient workflow and provide support to the Nursing Program Director and approximately twenty-five Nursing Program staff.
- Manage workflow associated with incoming Nursing program students with multiple semester start dates.
- Keep current schedules for Nursing staff, including weekly calendars and clinical schedules.
- Create and manage clinical site schedules for each semester that includes over fifty external medical clinical units and external health care facility preceptor sites.
- Respond to information from nursing and credentialing boards and prepare periodic reports required by each.
- Create and process letters, reports, e-mails, and other documents using a variety of software applications.
- Order supplies and track program budget as necessary.
- Respond to student requests pertaining to Nursing program requirements.
- Monitor designated budget and expenditure items, reviews for accuracy, and makes adjustments as directed.
- Compile and maintain student records and confidential information on a frequent basis.
- Greet visitors and determine whether they should be given access to specific individuals.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Prepare agendas and arrange meetings for boards, committees, and others as needed.
- Arrange travel as requested by Nursing staff.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Reliability - The trait of being dependable and trustworthy.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.

SKILLS & ABILITIES

Education : Associates Degree in Office Management or related degree required.

Experience : One to Three Years in Administrative Office Setting.

Computer Skills

- Strong Microsoft Office skills, especially daily use of Word, Excel, and Access. including familiarity with Microsoft Word and Excel and other commonly used software.
- Strong internet skills, including use of e-mail programs, especially Microsoft Outlook and group messaging.

Other Requirements: Post-employment offer criminal background check required.

PHYSICAL DEMANDS

<u>Physical Demands</u>		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

<i>N (Not Applicable)</i>	<i>Activity is not applicable to this occupation.</i>
<i>O (Occasionally)</i>	<i>Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)</i>
<i>F (Frequently)</i>	<i>Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)</i>
<i>C (Constantly)</i>	<i>Occupation requires this activity more than 66% of the time (5.5+ hrs/day)</i>

Other Physical Requirements:

This position will spend long hours sitting and using office equipment and computers. Will occasionally have to do some lifting of supplies and materials. Sometimes spends long hours in intense concentration. Must spend long hours on the computer entering Nursing program information which requires attention to detail and high levels of accuracy.

Talking

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision

- Sufficient visual acuity for extensive reading; to prepare and analyze data; view a computer screen; and visual inspection/assessment.

Sense of Sound

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.

Sense of Touch

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

Busy, walk-in desk, open office area. Constant interruptions and must interact with others on a regular basis. General office environment with standard office equipment available. Lighting and temperature are adequate. Moderate noise levels typical of an office environment due to staff/student conversations and office equipment. Job is sedentary with physical activities normally required in an office environment. Possible exposure to communicable diseases and temperature changes as individuals enter and exit the building.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____