

NORTH CENTRAL MICHIGAN COLLEGE POSITION DESCRIPTION

POSITION TITLE: Secretary –Dean of Nursing, Allied Health, and Human Science	POSITION CODE: Non-Exempt	HOURS: Full-Time	ORIGINAL DATE: January 2018	
ORGANIZATIONAL UNIT: Instruction	REPORTS TO: Dean of Nursing, Allied Health, and Human Science		REV NO. & DATE: Feb 2020	PAGE: 1 of 2

GENERAL DESCRIPTION:

Provides the Nursing and Allied Health and Sciences program support to college administrators, faculty, college staff, students, and outside agencies. Coordinates daily operations, calendars, meetings, organizational needs and projects of the Nursing, Allied Health and Human Science offices.

DUTIES:

1. Provides administrative support to the Dean of Nursing, Allied Health and Human Science.
2. Interacts with students, staff, faculty and outside contacts to provide information, solve problems, respond to requests and functions as liaison between the Dean, faculty, students and staff.
3. Provides support for Nursing, Allied Health and Human Science programs through assisting in scheduling departmental and advisory committee meetings; attends meetings, prepares and distributes minutes to all appropriate parties and individuals
4. Manages student records and clinical contacts for nursing/allied health programs
5. Assists Dean in filing state board and other regulatory agency forms
6. Assists with assembling admission packets for all prospective nursing and allied health students, updating nursing and allied health student handbooks
7. Coordinates the admission process as it applies to all students within the Nursing and Allied Health programs; computes GPA, verifies required classes and grades of all students.
8. Clarifies advising changes and procedures with Student Services advisors and refers prospective Nursing and Allied Health students.
9. Assists with program information and orientation sessions for all nursing and allied health programs.

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10. Collates program evaluation forms from graduates of Nursing and Allied Health, instructors and clinical agencies; and prepares/processes post-graduation surveys.
11. Organizes, coordinates and communicates end of program licensure documentation for graduating students.
12. Prepares and processes graduation certificates for the Board of Nursing.
13. Responsible for departmental and clinical files and response to student inquiries related to the nursing and allied health programs and documents.
14. Maintains necessary office supplies, programs, catalogs, brochures and other related documents for distribution.
15. Processes purchase orders for Dean’s approval and ensuring budgetary compliance.
16. Schedules proctored tests for nursing and allied health students in collaboration with the Dean and faculty.
17. Collaborates with Communications department for health services web page content and collaborates with Information Technology in developing online documents.
18. Performs other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

1. Associate Degree required, Bachelor’s degree preferred.
2. One (1) to three (3) years of experience in healthcare or higher education.
3. Skills in word processing. Experience with software office including information databases, electronic spreadsheets, and communications tools.
4. Strong interpersonal and team skills with sensitivity to a diverse student population.
5. Ability to exercise tact and diplomacy with students, faculty, and outside organizational representatives.
6. Strong organizational skills and the ability to handle multiple tasks simultaneously.
7. Demonstrated initiative and problem solving skills.

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NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.

I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.

Employee Name: _____

Employee Signature: _____

Date: _____