Nursing Secretary

College of Saint Mary is seeking a Nursing Secretary. The Nursing Secretary will provide secretarial support to PN/BSN/MSN faculty, program directors, and division chair.

**Primary Job Responsibilities:**

- Maintains student records and files for the nursing programs.
- Directs and communicates phone messages, mail delivery notices, information/questions from students.
- Refers students to resources, directs students to appropriate faculty/administrators, assists students and student organizations as requested.
- Data entry (example: entry of student background check, health clearance, CPR, and ATI and NCLEX exam scores) into Power Campus for the nursing programs.
- Initiate, as needed, and maintain clinical contracts each semester.
- Maintains communication with clinical sites regarding background checks and health clearance issues.
- Generates purchase orders and expenditure approval forms for nursing programs.
- Types letters as required, including new-student welcome letters and matriculated student correspondence.
- Assists with book orders and faculty desk copies.
- Manages calendars.
- Provides information tracking and collection as needed for accreditation (Higher Learning Commission, American Health Information Management Association, Accreditation Commission for Education in Nursing, and State of Nebraska).
- Completes other basic secretarial duties (such as phone usage and distribution of faxes, photocopies, and mail).
- Maintains responsibility for stocking and distribution of supplies and various forms; e.g., work orders, etc.
- Types, distributes and maintains exams, course syllabi, clinical evaluations, correspondence, and surveys.
- Attends designated nursing meetings and takes, types, and distributes minutes of the meeting.
- Schedules CPR classes with Omaha First Aid.

**Qualifications:**

- High school diploma.
- At least five years of responsible experience in secretarial area, including computerized data management and office machines.
- Strong communication and organizational skills.
• Ability to handle multiple priorities with accuracy and to pay attention to detail.
  Essential to foster effective campus relationships and work with a diverse staff.
• Use of Microsoft Office a must. Usage includes Microsoft Word and Excel. Will also use
  Self-Service, Power Campus, and Angel.
• Outlook Mail and web research.

**Salary and Benefits:**

The rate of pay range is $15.59 - $16.01 per hour with a comprehensive benefits package available.

**Application:**

Please apply using the following link. Please put your resume, cover letter, names and contact
information for three professional references, including a minimum of one supervisor, in one
document before you apply. When the system asks you to attach a resume please attach the
document that contains all of the above information. The system allows only one
attachment. Applications accepted until position is filled.

https://home.eease.adp.com/recruit/?id=11375181

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environment that calls forth potential and fosters leadership. The University is an equal
employment opportunity employer and does not discriminate against employees or job
applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran
status, marital status or any other status or condition protected by applicable laws, except
where a bona fide occupational qualification applies.*