

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 TEAS 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, surveys.
- Attends designated nursing meetings and takes, types, and distributes minutes of the meeting.
- Coordinates administration of TEAS Tests (Test of Essential Academic Skills).
- 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 \$14.13 - \$15.70 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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