



Job Description: Secretary for Practical Nursing & Surgical Technology - MACC—Columbia

The Secretary shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon the recommendation of the President. The position reports to the Coordinators of the Columbia Practical Nursing Program and Surgical Technology program.

Qualifications:

Must have a high school diploma or equivalent. An Associate Degree is preferred. Must be personable, detail oriented, organized and possess excellent English verbal and written communication skills. Must have the ability to meet deadlines and complete projects on a timely basis. Must possess the ability to maintain confidentiality. Must have good typing and computer skills with all required software and have the ability to develop proficiency in additional software as necessary.

Job Description:

This position provides half time assistance to the Coordinator of the Columbia Practical Nursing program and half time assistance to the Director of the Surgical Technology program. Responsibilities include: performing a variety of tasks including reviewing documents and memos, managing meetings and appointments, preparing and processing minutes, maintaining data and student records, planning events and activities and performing general duties which includes answering phones and filing in addition to pursuing and promoting professional development of self and the program. This is a full-time, 12-month, non-exempt position, covered by Social Security and the Public Education Employee Retirement System of Missouri (PEERS).

Essential Tasks:

1. Type reports, promotional materials, documents and correspondence with a high degree of accuracy in the correct format using Microsoft Office Suite;
2. Assist with recruitment for PN and Surgical Technologist programs;
3. Coordinate meetings and appointments and take accurate minutes for these events;
4. Prepare and review requisitions for equipment, supplies, and maintain accurate inventory records including affixing restricted inventory tags to equipment as directed;
5. Prepare and review travel vouchers, absences, etc. for accuracy that are approved by the Coordinator;
6. Keep accurate documentation of all transactions pertaining to the office;
7. Assist in preparing admission packets for the programs and communicate information to potential candidates as directed;
8. Fax documents, make copies, and collect mail as necessary;
9. Answer the telephone, take messages and respond to e-mail messages for the public's questions as directed;

10. Maintain accurate student files and records for both programs as well as the Phlebotomy course to include, but not limited to: immunization records, drug screen results and background screen results;
11. Collect student admission application paperwork and compile information into a report for the Admission Committee to view for applicants' acceptance into the program(s);
12. Successfully interact with faculty, staff, students, and the public;
13. Coordinate and prepare for the Pinning ceremony;
14. Collect and maintain accurate records of all dues/fees owed throughout the year for each student in the PN and Surgical Technologist programs;
15. Perform other duties as assigned by the Coordinators, Dean of Health Sciences, Director of Health Sciences and/or President of the College