Position Title: Administrative Assistant to The Assistant Dean of Allied Health

Location: Beeville
Hours: 40 hours/week
Job Classification: Non-Exempt
Security Sensitive: Yes
Division: Workforce
Department: Allied Health
Reports To: Assistant Dean of Allied Health

II. Education Requirements

Associate degree in related field.

III. Qualifications:

Three (3) years of experience including two (2) years in an executive secretarial/administrative assistant position. High level of technological skills including proficiency in Microsoft Office (word processing, spreadsheets), web design, web development, and strong accounting/math skills is preferred. Additional requirements include preference for strong writing skills, effective communication skills, and good interpersonal skills OR any equivalent combination of training and experience.

IV. Essential Functions:

Support the Assistant Dean of Allied Health by performing key administrative and organizational tasks for the department, including: answering telephones, welcoming and assisting all visitors; scheduling appointments and maintaining office and department calendars, and completing assigned projects/tasks.
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V. Job Responsibilities:

Promote and support the college’s core values.

Ensure clear and precise communication with the President’s office, deans, directors, faculty, staff members, students and community members.

Answer phones, welcome and assist students, faculty, and community members and forward written and oral messages to the proper person.

Provide computer support through utilization of Microsoft Office word processing software (including the use of graphics), pdf forms and excel spreadsheets.

Complete requisitions into POISE system as received and follow up to ensure requests are either approved or rejected. Ensure delivery of supply orders and forward appropriate documentation to business office personnel.

Assist with division budget preparation and monitoring.

Coordinate scheduling of appointments, meetings and conferences (on and off campus) for Assistant Dean of Allied Health.

Maintain student and employee confidence and protect college operations by keeping information confidential.

Maintain current information related to FERPA and other legal issues.

Assist with agendas and all related preparations as assigned.

Develop and maintain office web site. Ensure department web pages and individual
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professor pages are updated each semester either by faculty or by assisting with the update.

Maintain course syllabi by reviewing them each semester for accuracy and coordinating with IT Director to upload to college webpage.

Maintain current information on testing regulations.

Monitor and maintain clinical site contracts.

Monitor, maintain, and submit all required paperwork for accreditation entities of the Allied Health programs including but not limited to Nurse Aide Training and Competency Evaluation Program (NATCEP), Board of Nurses (BON), National Healthcare Association (NHA), Commission on Dental Accreditation (CODA), and Joint Review Committee on Education in Radiologic Technology (JRCERT).

Monitor and maintain the Regional Testing Site (RTS) for the NATCEP. Be available for all scheduled NATCEP tests.

Assist in the development and publication college publications.

Receive and distribute all incoming/outgoing mail and faxes.

Supervise work-study students.

Serve on committees as assigned.

Perform additional duties as assigned by the Assistant Dean of Allied Health, Dean of Workforce, or College President.
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VI. Other Responsibilities:

Will participate in Quality Enhancement Plan (QEP)

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

VII. Travel Requirements:

Must have own transportation, valid driver’s license, and auto insurance to travel to other locations to attend meetings/trainings.

VIII. Environment:

Work is generally performed in an office setting with frequent interruptions and changes in the workflow/volume depending on the time in the term. May require some outdoor work for CBC events.
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I have been presented with the job description for the position of:

Administrative Assistant to the Dean of Allied Health

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: ______________________________ Date: _______________

JOB DESCRIPTION | Revised 04/05/2016