

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Winona State University

Employee Name:	Position Control Number: 01121157
Department/Division: Department of Nursing	Classification Title: Office & Admin Specialist Intermediate
Prepared By: Sandra Herron	Working Title: Administrative Assistant
<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	<i>If Exempt, attach required documentation</i> If seasonal, list months during the season worked
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time 32.5 hrs/week 1 week B4 AY thru May 31 st and 20 hrs/week summer	Date Prepared:

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE *(why position exists; how it helps accomplish mission of the department/division)*

This position exists to provide the central point for providing administrative services with the department students and faculty with a variety of academic and administrative services relating to the Undergraduate and the RN-BS program. This position will also serve to maintain accurate department databases, prepare documents for events, and assist in collecting and recording required documents.

RESPONSIBILITIES AND RESULTS

- 1. Provide administrative support to the Department of Nursing. Develop office procedures for faculty and students to efficiently coordinate the workflow of the office in an organized manner.**
 - Greet visitors, receive and process phone, e-mail and fax inquiries and communication. Route messages in a timely, positive, professional and confidential manner
 - Respond to detailed and diverse questions regarding programs and procedures via in-person requests, telephone and email
 - Provide information and support to prospective and current students including information, referrals and assistance with student support needs
 - Organize and maintain an accurate filing system (both physical and electronic)
 - Order and maintain office supplies and academic supplies
 - Monitor and maintain all office equipment. Troubleshoot mechanical problems and request repairs when needed
 - Provide administrative support on proper procedures and policies. This may include but is not limited paperwork from the Business Office, Foundations, Facilities, Human Resources, Affirmative Action and student forms
 - Assist and collaborate with faculty and staff to support student success and achieve departmental

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program goals and objectives

- Sort and distribute mail, packages, and faxed information to the faculty
- Provide support when preparing for meetings and events. This includes but is not limited to reserving venues, ordering food and refreshments, organizing décor and presentation materials
- Attend meetings and take minutes; distribute copies to attendees and maintain electronic copy of meeting notes on website or shared drive
- Manage workflow and requests for services
- Utilize the EMS online room reservation system to request rooms for individual events and meetings
- Other duties as sanctioned by the Department Chair

Priority: Essential Discretion: A Percent of Time: 30%

2. To assist students and faculty with a variety of academic and administrative services relating to the RN-BS program. Maintain accurate department databases, prepare documents for events, and assist in collecting and recording required documents.

- Assist faculty with new student orientation by preparing materials, attending orientation and serving as a point of contact for students needing assistance.
- Collect and record faculty and student records into the Passport system to ensure compliance is met.
- Assist Nursing faculty and Administrative Assistance by tracking and reaching out to potential students.
- Screen and handle common advisee questions

Priority: Essential Discretion: A Percent of Time: 25%

3. Maintain and manage departmental budgets

- Prepare, submit, and file accurate requisition for purchase forms such marketplace requisitions.
- Reconcile IFO fund balance and Department Foundation account in conjunction with the department chair.
- Submit receipts for payment of Purchase Card using the online module.
- Maintain all accounting records of expenses charged to the department
- Update supervisor on status of budget(s)

Priority: Essential Discretion: A Percent of Time: 15%

4. Coordinate with the Dean of Nursing and Health Sciences office to schedule all College of Nursing and Health Science students for fingerprint checks.

- Post the online scheduling system for students to register for appointments
- Troubleshoot any technical (laptop) difficulties with the Department of Human Services

Priority: Essential Discretion: A Percent of Time: 15%

5. Supervise and manage student works in an efficient and effective manner.

- Recruit, interview, select and hire student employees.
- Train, coordinate, and direct student employees in departmental policies and procedures.
- Student workers hours are coordinated and scheduled to maintain proper staffing levels for coverage of

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phones and the front desk.

- Monitor student time sheets, making sure assigned hours are within the amount awarded, record hours worked and monies earned for office records, and verify budget printout.
- Address student worker behaviors, as necessary.

Priority: Essential Discretion: A Percent of Time: 10%

6. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

Priority: Secondary Percent of Time: 5%

Priority: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary; Discretion (optional): A=Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications *(expected to have to enter job)*

- **Math** - Sufficient to add, subtract, multiply and divide when working with budgets
- **Typing Keyboarding(40WPM)** - Sufficient to draft correspondence for the Chair and department served.
- **Data Entry Performance** - Sufficient to enter data into spreadsheets
- **Communication Skills** - sufficient to communicate with students and customers of departments served via email and in person
- **Word Processing** - sufficient to draft correspondence students, faculty, staff and
- **Spreadsheets** - sufficient to enter budget information and student information into databases and manipulate the data in functions such as Sort & Filter, SUM, AVERAGE and COUNT.
- **Bookkeeping** - sufficient to monitor the department budgets and make recommendations on discrepancies
- **Customer Service Skills** - sufficient to serve as a receptionist
- **Lead Work Skills**-Sufficient to supervisor student workers and hire, train, delegate and manage all aspects of student employment.

Preferred Qualifications *(desired but not expected to have to enter job)*

- Demonstrated ability to establish and maintain strong and effective working relationships with administration, faculty, staff, students, community and prospective students
- Strong human relations, organizational, and management skills to exercise sound judgment and maintain a high degree of confidentiality while working with students and alumni records (data privacy issues)
- Ability to troubleshoot and resolve conflicts within the working environment while maintaining a high degree of professionalism
- High degree of attention to detail and ability to work independently on several projects at a time

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Template Revision: 12/30/2014

RELATIONSHIPS

This Position Reports to *(provide class title, not person's name):* **Department of Nursing Chair**

Supervises *(classification title; FTE; # in position; note if providing work direction only)*

2-4 Student Workers

Internal and External Clientele and Purpose of Contact *(the most significant job related contacts)*

Staff, faculty, current students, prospective students and the general public.

PROBLEM SOLVING *(most difficult types of problems to resolve and consequence of error/non-resolution)*

This position requires the ability to recognize problems so that satisfactory solutions can be worked out in a timely manner. Creativity, analysis and research skills are essential when creating documents, resolving student worker problems and ensuring that all deadlines are met. This position is key to connecting with faculty and staff and deals with students, parents and visitors, assisting them with questions and/or any problems that may arise on behalf of the Department. This individual must be able to work independently and prioritize a multitude of tasks and be flexible to meet the challenges.

FREEDOM TO ACT

Budget *(\$ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.