

## Colorado Mountain College Position Description

Title: Administrative Assistant II  
FLSA Classification: Non-exempt (hourly)  
Hiring Rate: \$17.28

### Primary Responsibility

Perform unique office functions for the Nursing Program which may include clerical, receptionist, data collection for research, supervisory, and advisory functions, to facilitate Nursing Program operations and functions. The primary responsibility is to provide clerical support for nursing program.

### Pre-requisites for Position (Qualifications Standards)

Education and Experience sufficient for the rigors of the position. Associate's Degree or two-year college certificate, vocational school or technical program beyond high school, business college or similar training efforts and 1 year related work experience, or high school diploma (GED) and 2 years related work experience.

Knowledge of a variety of standard administrative and business methods and procedure standards. Microsoft Office software.

Ability to Read, write, speak and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi-task; meet deadlines; strong verbal, organizational and interpersonal skills.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

- Administrative Assistant to fulltime and adjunct faculty members (typing, filing, copies, etc.)
- Scheduling of site faculty meetings, student/faculty meetings (site specific)
- Coordinates catering for student luncheons, informational meetings, etc.
- Builds course sections for nursing courses (each semester)
- Compiles student information lists for faculty and maintain updates.
- Typing tests/exams, syllabi, outlines, clinical schedules, etc. if lead

instructor is on site.

- Types class semester schedules
- Takes minutes for staff meeting at site.
- Assists with fundraising activities for CMC nursing scholarship
- Assists as needed with nursing lab, i.e. track equipment, problems, etc.
- Coordinates Nursing informational sessions for site
- Sets up files for all incoming accepted nursing students, maintaining files for ongoing year, i.e. immunizations, physical & history, certifications, criminal background checks, drug testing, FBI fingerprinting, etc. along with academic files.
- Assists nursing program's main office in application process, i.e. tracking application files, assists faculty review
- Coordinates at Breckenridge TEAS (test of essential academic skills) with main nursing office at Spring Valley
- Assists with orientation of incoming students.
- Inventories of all nursing CD's, videos, books, models and charts at site.
- Assists students getting ready for NCLEX (website to download paperwork, filing transcript request, general questions)
- Tabulates and documents results of all clinical site student surveys
- Tabulates and documents results of nursing student surveys
- Assists in review, update of ADN and RN-BSN Nursing Program Student Handbook and Nursing Program Faculty Handbook
- Assists site coordinator with new nursing faculty orientation
  - Faculty information file
  - New hire packet
- Maintains all course books (Electronic Basecamp documents) of past 3 years, and current year.
- Proctors exams and classes as needed; TEAS tests, course Kaplan testing
- Maintains nursing bulletin board, scholarship information, nursing program postings, jobs, periodicals in the classroom, etc.
- Attends staff meetings via IVS or conference call
- Assists main nursing office with faculty resource needs
- Other Duties as Assigned

#### Special Conditions of Employment:

May require travel within the college district, altered work schedule and/or occasional evening/weekend hours. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

#### Working Conditions:

This position may require constant sitting, occasional standing, walking and driving; occasional climbing, balancing, stooping, bending, squatting; frequent handling objects, pushing/pulling, and reaching with hand/arms; and constant finger movements; occasional lifting,

carrying, pushing/pulling up to 25 lbs.; ordinary talking, hearing and vision capabilities; constant reading/comprehending, writing, communicating orally, reasoning/analyzing, and frequently performing calculations. Work is performed using a computer and standard office equipment, and occasionally specialized equipment such as a document binding machine.

#### Supervision of the Position

This position receives supervision from a designated supervisor and/or lead clerical/technical position.

#### Supervisory Responsibility

This position does not supervise others.

**Format updated 10.18.2017**

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.