

SECRETARY, NURSING/EMT, PALESTINE

GENERAL STATEMENT:

Responsible for organizing office, maintaining files, and answering phones in Nursing/EMT Departments; handling Nursing/EMT applicants, and assisting directors with placing students for classes and clinicals.

REPORTS TO:

Provost, Palestine Campus

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three years recent office experience with typing and computer skills; Experience in Microsoft Office (Word and Excel) preferred. Familiarity with roles of nursing and EMT personnel and familiarity with medical terminology preferred.

OTHER:

Good organizational skills as well as good with detail work. Must have good public relations skills, be self-motivated and dependable.

DUTIES AND RESPONSIBILITIES:

- Set up, organize, and maintain files and office.
- Assist instructors in scheduling and placing students for classes and clinical areas.
- Answer phones for nursing and EMT departments.
- Assist other campus support staff during Fall, Spring, Summer I and Summer II registrations.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to work overtime during registration.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 08/014/01

Revised: 04/18/07

JD325