



**POSITION DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT-NURSING**

**DEPARTMENT:** Nursing

**CLASSIFICATION:** Exempt-Full Time

**SHIFT:** Monday-Friday, 8:30am-4:30pm

**SALARY:** \$45,000 Annually

**FUNCTION:** The Nursing Administrative Assistant works closely with the Director of Nursing to meet organizational needs of the Nursing Program. Uses effective clerical and communication skills in managing the needs of the department for faculty, staff, and students in the nursing program. The Director of Nursing reserves the right to prioritize the work submitted to the administrative assistant.

**REPORTS TO:** Director of Nursing

**MAJOR DUTIES/RESPONSIBILITIES:**

- Displays excellent communications and organizational skills in responding to faculty, students, other college staff as well as other community stakeholders
- Communicates general information and requirements of the nursing program to potential nursing students and other stakeholders
- Solves problems or guides/refers to others as needed
- Promotes positive image and reputation of nursing program in classroom, academic community, health care community and community at large
- Assists in data collection and report development for the nursing program
- Records and files faculty and committee meeting minutes
- Performs routine office or clerical support

- Manages the [nursing@clintoncollege.edu](mailto:nursing@clintoncollege.edu) email account and relays messages for nursing department
- Follows set policies and procedures of the nursing program
- Maintains confidentiality of student and faculty records and information
- Exercises appropriate judgment in carrying out instructions
- Performs other related duties as requested
- Order supplies for nursing department and nursing skills labs
- Punctual with regular and reliable attendance

**MINIMUM EDUCATION REQUIRED:**

- High school diploma or equivalent desired; college degree related to administrative assistant role preferred
- At least two years' experience as an administrative assistant

**MINIMUM QUALIFICATIONS/SKILLS:**

- Administrative writing skills, typing proficiency, management of email communications, scheduling, data entry, and file and folder management.
- Familiarity with common software like word processors (e.g., Microsoft Word, Google Docs) and spreadsheets (e.g., Microsoft Excel, Google Sheets) is necessary for creating documents, managing data, and performing calculation
- Excellent organizational skills, professionalism, and problem-solving skills
- Attention to detail
- Supply management, inventory (or similar skills) control experience
- Excellent verbal communication skills
- Strong interpersonal skills with students, faculty, and campus community
- Ability to work as a team member

**Additional Information:**

**Employment at Clinton College is contingent upon a background check that is satisfactory to the College.**

**Failure to provide a written authorization for a background check will nullify the offer of employment.**

**Application Instructions:**

**Applications should include a resume and cover letter must be sent**, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The email's subject line should read "Administrative Assistant-Nursing". The process will continue until the position is filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.*