



Nursing Administrative Coordinator

Location: Donnelly College, Kansas City, Kansas

Full/Part Time: 20-25 hours/week

Exempt/Non-Exempt: Non-Exempt

Position Reports to: Director of Nursing

About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on "those who might not otherwise be served." Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region's only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor's and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility. To find out more, please visit www.donnelly.edu.

Job Summary

The position of Nursing Administrative Coordinator is responsible for providing administrative support to the Director and Assistant Director of Nursing as well as other members of the Nursing Department at Donnelly College. This is a part-time position with flexible days for a total of 20-25 hours per week.

Responsibilities

- Answer phone, schedule appointments, and handle mail for department.
- Create and respond to emails for student cohorts.
- Coordinate health fair participants, advisory board meetings and take meeting minutes.
- Maintain student information boards with scholarship and other announcements.
- Aid with report writing and other correspondence.
- Prepare and attend nursing orientation, including preparation of badges and parking passes for new students.
- Work with the Director of Nursing to complete files.
- Email or mail documents to accrediting bodies within due dates.
- Maintain confidentiality of health care paperwork and sensitive information that is provided by students who are students of the Nursing Program.
- Other duties as assigned by the Director of Nursing.

Qualifications

- Associate degree preferred, HS graduate minimum.
- Understanding of the nursing profession and allied health curriculum a plus.
- Ability to work collaboratively with faculty, administrators, students, and staff with discretion.
- Proficient in Microsoft office products
- Detail oriented.
- Philosophically aligned with the mission and values of the College.
- Practicing Roman Catholic preferred or able to support Catholic identity.
 - For more information on Catholic identity please use the link <https://www.donnelly.edu/staff/careers> > Click "Questions" and review the article "Catholic Teaching on Special Issues of Concern".
- Must be able to pass a background check and complete VIRTUS Training through the Archdiocese of Kansas City in Kansas.

How to Apply

Please e-mail your cover letter, resume, and transcripts to hr@donnelly.edu with **Nursing Administrative Coordinator** in the subject line.