



Job Title: Administrative Assistant Nursing

Location: Donnelly College, Kansas City, Kansas

Full/Part Time: Full-time

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 and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility that offers an Associate of Arts degree. To find out more, please visit www.donnelly.edu.

Job Summary

The Administrative Assistant serves as the primary administrative support for the Director of Nursing and Nursing Department by performing a wide variety of complex, responsible, and confidential office technical, clerical, and para-professional administrative duties. The incumbent frequently responds to complex inquiries for information from the public and the College staff, and handles appropriately. In addition, will answer calls from prospective students and schedule times to talk with the healthcare recruiter. Must be able to pass a background check and complete Virtus training.

Responsibilities

- Providing administrative support to the Director of Nursing and nursing faculty;
- Assists with scheduling nursing students
- Serves as P/T recruiter for incoming students
- Maintaining and monitoring office records, files and logs;
- Screening calls, visitors and mail;
- Maintaining appointment schedules/calendars;
- Composing and/or preparing documents which may include letters, contracts, reports, proposals, technical documents, statistical and/or special forms, budgets, and charts;
- Performing accounting functions related to departmental and grant accounts, and placing orders/purchases for office supplies, equipment and services;
- Serving on institutional committees and other duties as assigned;
- Periodically requires flexible hours to allows for certain events/meetings; including evenings and weekends
- Other duties as assigned.

Qualifications

- Professional oral and written communication skills required.
- Proficiency with productivity software (i.e. Microsoft Word, Excel, PowerPoint) is essential.
- Experience with database applications strongly preferred (i.e. Raiser's Edge, PowerCampus, etc.).
- High level of customer service orientation.
- Ability to work within a fast paced, changing environment.
- Ability to maintain confidentiality.
- Associate's Degree required; nursing professional preferred or past work in a nursing department.
- Experience working with diverse populations preferred.
- Bi-lingual skills (English/Spanish) strongly preferred.
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing Roman Catholic preferred.

How to Apply

Please e-mail your cover letter, resume and transcripts to stapp@donnelly.edu with **Administrative Assistant** in the subject line. For fullest consideration, interested applicants are encouraged to submit their application materials prior to **August 15, 2017**.