



NOTICE OF VACANCY

Health Sciences Administrative Assistant (ADN)

REPORTS TO: Director of Nursing/ADN Chair and Dean of Health Sciences

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Health Sciences Administrative Assistant (Associate Degree Nursing) will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Health Sciences Administrative Assistant (Associate Degree Nursing) provides assistance in a large or complex department by performing advanced level duties involving planning, administering, and reporting for the management of the area. The incumbent provides administrative support, coordinates the daily office operations, arranges meetings and events, maintains calendars, collects and compiles data, prepares reports, processes necessary forms, maintains inventory, and assist with oversight of financial operations. This position exercises full authority in one or more of the following areas: 1) performs duties requiring a technical knowledge in a specialized subject matter/area, 2) administrative support in implementing the directives of the department, 3) directs and coordinates the duties of work-study students. Work involves the application of established rules and procedures and decision-making that affects the quality, accuracy, or utility of results. The Health Sciences Administrative Assistant (ADN) receives directions from the immediate supervisor but normally operates within the framework of standard operating procedures and established guidelines. The Health Sciences Administrative Assistant (ADN) is given considerable latitude in exercising judgment and discretion in administrative matters. Frequent contacts with persons within or outside the department which involve the exchange of information and requires the exercise of judgment. This position will also include student advising.

More specifically, the Health Sciences Administrative Assistant (ADN) is responsible but not limited to the following:

DUTIES AND RESPONSIBILITIES

- Provide administrative support to Health Science division and programs
 - Coordinates the daily operations of the department
 - Monitors compliance with departmental policies and procedures
 - Assigns tasks, determines priority, and monitors progress of assignments throughout completion

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- Updates departmental website as needed
- Create, maintain, update and purge admission files
- Provide clerical support for division, programs, special projects and tasks forces as needed
- Assist Program Directors/Chairs and Dean with data-based reports (Access, Argos, Banner)
- Enters data into databases, compiles data and prepares summaries
- Process program applications and verify information accuracy
- Answer phone and screen visitors
 - Refer calls to appropriate person needed; take message; respond to callers' requests
- Serve as informational resource to staff, faculty, students and community
 - Provide detailed information regarding programs and explain procedures
- Create and update student files, purge inactive files, maintain student computer spreadsheets
- Helps maintain department budget and monitors expenditures
 - Assist in monitoring inventory and supplies
 - Prepare requisitions and maintain file copy of all program requisitions
 - Coordinates and monitors purchases of supplies and equipment
 - Match invoice with requisition to insure business office has needed information for payment
- Type, proofread, maintain file copy of handbooks, manuals, catalog and web pages created by program for program and division usage
- Maintain, update and oversee clinical affiliation agreements, student insurance contracts
- Perform a variety of administrative tasks including scheduling meetings, new student orientation, processing time sheets, entering student schedules, compiling student application folders for admission
- Maintain program specific student files to insure up to date and in compliance with immunizations, background checks, drug screening, etc...
- Helps in the preparation and maintains departmental documents, budgets, and various reports and forms
- Composes, edits, and proofreads correspondences
- Maintains all records for department with accuracy and confidentiality
- Performs complex clerical duties such as transcribing, compiling information from data bases, prepares payroll, and maintains employee and student records
- Acts as liaisons with local officials, Board members, alumni, faculty, staff, students, parents, and the general public on behalf of the department
- Participate in student advising activities
 - Participate in college wide "Orientation Day"
 - Participate in Health Science orientation workshops if needed
 - Advise assigned students and help with advising needs of the college as assigned by supervisor
- Support college, division, and program policies and procedures
 - Assist in the development and updating of division and program web pages
 - Develop and maintain course catalog, course schedule and student registration for Health Science in the college's student information system (Banner)
 - Maintain confidentiality of student, faculty, program, division, and college information
 - Exercise stewardship of college facilities and materials
 - Maintain requirements specified by state and national accrediting agencies
- Participate in college, division, and program activities

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- Serve on college, division, and program committees as assigned
- Participate in college and other related activities that benefit the program, division, or college as a whole
- Participate in meeting and events required by the college, division, and program administrators
- Respond in a timely fashion to college, division, and program administrators requests
- Establish and maintain effective working relationship with faculty, staff, and others
- Contribute to the growth and enhancement of the college, division, and program
 - Maintain familiarity with college, division, and program goals, mission, and long-range plans
 - Contribute to planning and development processes through appropriate mechanisms and channels
 - Participate in the marketing and recruitment of students
- Carry out responsibilities in accordance with MDCC Faculty Policies and Procedures Manual, Health Sciences program and division policies, and applicable laws

MANDATORY QUALIFICATIONS

- Must hold the minimum of an Associate's degree from an accredited college or university.
- Must have computer literacy in basic Microsoft applications

DESIRABLE QUALIFICATIONS

- Preference will be given to applicants with a Bachelor's degree or higher an accredited college or university.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to interact positively and effectively with faculty/staff, administrators, donors, alumni, and students.
- Excellent written and verbal communication skills.
- Ability to collaborate and communicate effectively with other professionals in a team setting
- Ability to effectively meet project deadlines
- Ability to interact positively and effectively with students, faculty/staff, and administrators
- Ability to maintain confidentiality
- Ability to operate a computer and the skills to learn and utilize software and other technology in instruction
- Ability to work evenings and weekends as the scope of the job may frequently require travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops.
- Ability to work well in a fast-paced setting
- Ability to work well under pressure
- Skilled in Microsoft Office including Word, Excel, Access, PowerPoint and Outlook
- Skills and abilities in organization, time management, and record keeping

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Non-Exempt, Clerical and Support Staff (CS) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

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Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– April 22, 2025 at 5:00 p.m.

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