



POSITION DESCRIPTION

POSITION:	Nursing Program Office Assistant
PAY GRADE:	NE4
FLSA STATUS:	Non-Exempt
DEPARTMENT:	Nursing
REPORTS TO:	Director of Nursing Program

JOB PURPOSE:

Provides and supports department staff. Performs a variety of tasks related to student record-keeping and program information that requires maintaining a high level of professionalism and confidentiality. Assists with all areas of Nursing Program (recruitment, maintaining accreditation, and training). Assists with paperwork for functional areas in accordance to established policies and procedures.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Ensures excellent customer service with all internal and external customers.
- Maintains strict confidentiality of all privileged information.
- Maintains, reviews and ensures accuracy on student and Nursing records.
- Assists with monitoring log and provides assistants to Nursing Program Director
- Reviews department documentation for accuracy, consistency, and compliance with established regulations, policies, and procedures.
- Assists with posting and recruitments
- Prepares and distributes Nursing packet for the program
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma (Associate's degree preferred)
- Two years operational experience in multiple disciplines of Office Assistants
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of Nursing Programs, principles, practices and trends in recruitment.
- Knowledge of HIPPA, FERPA, and other state, federal and tribal laws.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in analyzing and evaluating content Nursing Program information.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to research, evaluate and analyze new techniques, methods, and procedures.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee frequently stand, walk, bend, stoop, and squat.
- Use hands for dexterity of motion, Repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally carry up to 25 pounds.

WORK ENVIRONMENT

- Work is typically performed within an office setting.
- Tight time constraints and multiple demands are common.