

## DESERT COMMUNITY COLLEGE DISTRICT

### NURSING PROGRAM ASSISTANT

#### BASIC FUNCTION

Under the direction of the Director of Nursing and Allied Health, plan and perform a variety of complex secretarial and technical office duties to assure timely and efficient office operations for the department; research, collect, analyze and compile data and information; maintain complex files and records related to departmental operations, programs and expenditures; coordinate communication, prepare and disseminate information concerning the nursing program.

#### REPRESENTATIVE DUTIES

1. Plan and perform secretarial office duties to assure timely and efficient operations of the Nursing programs. ***E***
2. Perform various secretarial and administrative duties including answering telephones, greeting visitors and interviewing students; provide information in person or on the telephone or refer to appropriate personnel; open, screen and route mail. ***E***
3. Compose, prepare and type a variety of correspondence, memos, reports and other materials specific to the Nursing programs; proofread materials to assure accuracy and completeness. Assist in the preparation and distribution of appropriate informational documents. ***E***
4. Develop new and improved systems and procedures as a result of new policies or directives; assist with implementation after securing approval. ***E***
5. Research, analyze and prepare information on a variety of topics for dissemination to the Director, Dean, College, Department staff, students and the public through various communication means maintaining confidentiality of sensitive departmental and other information. ***E***
6. Maintain accurate files and records as required to support Nursing program functions. ***E***
7. Assist Director with the selection of appropriate software and training materials for various labs; communicate with vendors as directed; set up media equipment for presentations; assist with the development and implementation of training materials and activities for end users. ***E***
8. Perform varied and responsible accounting work specializing in the maintenance of a set of accounts and financial and statistical records for grant and contract reporting, invoicing and account reconciliation. ***E***
9. Operate office machines including computers and related software including Microsoft Office Word, Excel, Outlook, and Access, photocopiers, calculators, typewriter and other office and equipment as assigned. ***E***
10. Assist other staff in organizing and coordinating office and Nursing program functions, activities and communications to assure efficient and effective operations. ***E***
11. Schedule appointments and meetings and notify appropriate individuals of meeting times and locations; arrange for meeting facilities as needed; prepare calendars as required. ***E***
12. Maintain an appropriate level of office and nursing program supplies and order forms and other office supplies as necessary; order software for computer assisted instruction as related by the nursing faculty. ***E***

13. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Modern office practices, procedures and equipment; state, District and nursing program policies, procedures and regulations; telephone techniques and etiquette; record-keeping techniques including ; operation of office and nursing program machines and equipment including a computer and applicable software i.e., Microsoft Office; correct English usage, grammar, spelling, punctuation, and vocabulary; effective oral and written communication skills including interpersonal skills using tact, patience and courtesy when interacting with a very diverse student population; policies and objectives of assigned activities; procedures, methods, practices and terminology used in accounting and financial record-keeping and grant financial monitoring; and modern accounting office software.

**Ability to:** Plan and perform complex secretarial and public contact work in support of the Nursing programs; plan and organize work. Perform and coordinate office, secretarial and clerical work involving independent judgment and requiring accuracy and speed; read, interpret and explain rules regulations, policies and procedures; evaluate and recommend improvements to systems, procedures and methods; work confidentially with discretion; meet schedules and time lines; maintain logs, reports and records; interact with large numbers of students from a diverse population; answer telephones and greet the public courteously; determine appropriate action within clearly defined guidelines; operate a variety of office machines including a computer and applicable software i.e., Microsoft Word, Outlook, Excel, and Access with demonstrated proficiency; post and make arithmetic computations rapidly and accurately; problem solving and use critical thinking skills; operate accounting and database software; communicate effectively both orally and in writing; maintain records, research and prepare reports; establish and maintain cooperative and effective working relationships with others; use good body mechanics. Bend at the waist, kneel or crouch, lift 25 pounds.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and three (3) years of increasingly responsible administrative office support experience including some accounting and previous experience with multiple grants and contract financial data tracking and reporting of contracts. Demonstrated proficiency in Microsoft Office including competency in Excel and Access.

### **WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions.

### **EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Function

Classified Salary Schedule

Range 10

Adopted 8/2010