Administrative Secretary

Department: Nursing
Location: Erie

Job Description - Program Business:

• Position reports to the Program Directors of the Practical (PN) and Associate of Science in Nursing (ASN) Programs and will work closely with the Clinical Coordinator(s) and other administrative assistants in the nursing department

• Perform a wide variety of clerical and administrative duties including handling incoming messages and calls and arrange appointments as directed; maintain schedules and calendar of program director; distribute incoming mail; maintain manual and computer files; prepare standard letters, and other projects and duties as assigned

• Maintain excellent public relations through communications with public, students, other departments, and affiliates; respond courteously to inquiries, provide information within scope of responsibility, and refer calls as appropriate to other parties; organize program, department, and community events as directed

• Initiate and accurately complete daily/weekly/monthly/annual reports, announcements, etc., and prepare complex and/or special reports as directed

• Accurately complete documents required for accreditation; maintain continuous program evaluation; maintain cumulative records for ongoing program assessment and make periodic audits as necessary; coordinate and attend accreditation and state site visits

• Reconcile and process records for clinical rotations

• Coordinate required paperwork for PN and ASN students for clinical rotations, including clinical site affiliations, serving as liaison between the university and affiliate legal departments, preceptor agreements, and current licensure; provide each rotation affiliate with the student’s current required clearance, immunizations, CPR/ACLS, and other required verifications in a timely manner

• Assist faculty with courses as needed for classroom preparation, copy center requests, and communication with university facilitators

• Assist with supervision of work study students
• Attend department meetings, create meeting agendas, and accurately document meeting minutes in a timely manner
• Assist with social media and websites

Education and Experience
• Prefer an associate or baccalaureate degree with well-rounded exposure to general education or equivalent education and experience
• Must be able to operate a personal computer and quickly learn to use the software programs or platforms of the department, to include the Mercyhurst Hub, Blackboard, Microsoft Office Suite, and Adobe Acrobat
• Must have broad knowledge of general office skills and equipment as evidenced by a combination of course work and experience as a confidential secretary in a comparable fast-paced environment with frequent interruptions
• Experience in performing assignments and projects that demonstrate high degree of organization and independent judgement
• Must have sound knowledge and ability in business correspondence, and an ability to use perfect grammar, spelling, and punctuation
• Must be able to be do basic accounting and mathematical computations with a high degree of accuracy to oversee the maintenance of accounting records for department, such as billing, expenditures, revenues, and inventory

Knowledge, Skills, and Abilities
• Excellent organizational and prioritization ability to manage workload and meet deadlines
• Ability to handle multiple interruptions and adjustments to priorities throughout day while maintaining work accuracy
• Ability to communicate effectively with diverse individuals and to handle situations calmly and efficiently
• Ability to maintain strict confidentiality

Work Conditions
• Operates in a climate-controlled office with no exposure to environmental work hazards
• Walking, reaching, bending, manual dexterity, good vision and hearing, and ability to lift approximately 20 lbs.
• Work hours will typically span the regular operating hours of the university, however, occasional evening and weekend hours may be required
• Occasional travel may be required

Special Requirements
• Subject to a criminal background check and obtainment of clearances prior to employment
• Candidate must be currently eligible to work in the U.S.

The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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