

**NASHUA COMMUNITY COLLEGE
SUPPLEMENTAL JOB DESCRIPTION**

INCUMBENT: **Terri Szugda**

FLSA: Non-Exempt EO-6: 5-53(Technical/Paraprofessional) SOC Code: 43-6010

Classification: Executive Secretary Classification Code: 416500

Position Title: Nursing Department Secretary Date Established: 3/20/17

Position Number: N1R000114 Date of Last Amendment: 3/5/20

SCOPE OF WORK: Provides office and support services for the Nursing Department by maintaining administrative systems, procedures and policies, and monitoring administrative projects. This position reports to the Director of Nursing at Nashua Community College.

ACCOUNTABILITIES:

- Maintains workflow and organization of the Nursing office; manages operation of office equipment and maintains inventory level of office supplies;
- Assists new and returning students with all registration forms and requirements; reviews student health records and screenings for completeness and medical insurance requirements and course/clinical experiences;
- Maintains organization of student and departmental files and records; maintains all confidential personnel and general documents for the office;
- Maintains communications with new, returning and prospective students about nursing program requirements and changes; assists in communications with external constituents and stakeholders (advisory boards, CCSNH system office, etc.)
- Maintains communication with various departments in order to facilitate student admission process, retention, record keeping, and other priorities related to student success;
- Assists with various projects as needed such as the Pinning Ceremony, Health Education Day, and assists in Orientation and Graduation planning and activities for department;
- Assists Department Chair with preparation and maintenance of clinical affiliation and articulation agreement contracts; updates all contracts with current CCSNH Certificate of Liability Insurance as needed;
- Assists with preparation of administrative and departmental reports to external regulating agencies (including but not limited to: NHBON, ACEN, NLN); gathers data and informational material for such use;
- Assists chair with obtaining alumni and employer satisfaction survey completion;
- Assists faculty with preparation and organization of course documents and outlines, and data tracking as required;
- Complies with all System, College, State and Federal rules and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent, including courses in office procedures, word processing, or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in a secretarial position including supervisory, administrative support, or office management experience.

License/Certification: Valid driver's license or access to transportation.

PREFERRED QUALIFICATIONS:

Experience with Microsoft Office products; possession of reporting/analytical skills, writing skills, organizational and excellent communication skills. Knowledge of nursing reporting/resources and State of New Hampshire Notary Public certification a plus.

RECOMMENDED WORK TRAITS:

Knowledge of business English, spelling and arithmetic. Knowledge of office practices, procedures and equipment. Skill in typing from transcription equipment. Skill in making accurate arithmetic computations. Ability to type a variety of materials with speed and accuracy. Ability to maintain confidential information. Ability to supervise others. Ability to maintain fiscal and agency records. Ability to communicate effectively. Ability to assign, check and review work of other clerical employees. Ability to prepare statistical and written reports. Ability to establish and maintain effective working relationships with other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name Employee's Signature Date Reviewed

Supervisor's Name and Title: Jeanne Hayes, Director of Nursing

The above description accurately measures this employee's job duties.

Supervisor's Signature / /
Date Reviewed

NCC Human Resources Officer / /
Date Approved