

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Secretary - Associate Degree Nursing	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Associate Degree Nursing	<b>REPORTS TO:</b>	Director of Associate Degree Nursing
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**Position summary:** Under direct supervision, this position performs secretarial and administrative duties for the Associate Degree Nursing program. This position reports directly to the Director of Associate Degree Nursing.

**Position responsibilities:**

- Deal with intake, responses and referrals of all telephone communications relating to requests for program information.
- Maintain records and files relating to the department.
- Type correspondence, reports, etc. as requested.
- Assign and supervise work-study students.
- Assist in preparing program budget, reports and proposals.
- Supervise collection and maintenance of statistical data on all nursing students and nursing student graduates.
- Develop statistical reports required by the Board of Nurse Examiners for the State of Texas.
- Act as liaison with other departments to ensure that tasks are done in a timely, organized and orderly fashion.
- Keep minutes of all nursing organization meetings.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Associate's degree preferred with at least 2 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Strong clerical skills including typing, filing, organizing, etc.
- Ability to work with a diverse team in a fast-paced environment.
- Maintain professional competence in area of responsibility.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.