

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Secretary – Nursing Programs	FLSA status:	Non-Exempt
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DEPARTMENT:	Nursing	REPORTS TO:	Chair of Nursing Programs
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Position summary: Under direct supervision, this position performs secretarial and administrative duties for the Associate Degree Nursing and Vocational Nursing programs. This position reports directly to the Chair of Nursing Programs.

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.