



TOCCOA FALLS COLLEGE
FETTERMAN SCHOOL OF NURSING

*Preparing compassionate, patient-centered graduates
for Christian servant leadership in the profession of nursing*

JOB DESCRIPTION

JOB TITLE: Administrative Assistant
SCHOOL: Fetterman School of Nursing
REPORTS TO: Dean of the School of Nursing
APPOINTMENT: Full-Time

Position Summary: Provides office services by implementing administrative systems and monitoring administrative projects, providing assistance to the Dean and Faculty of the Fetterman School of Nursing.

General Responsibilities include, but are not limited to the following:

- Assists the Dean of the School of Nursing in the general operation and maintenance of facilities, and the management of fiscal resources and procurement of supplies
- Creates and revises systems and procedure by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary requirements; implementing changes
- Maintains student, accreditation, and financial records and other School of Nursing records deemed necessary for the day-to-day operation within the statutes of the law for state and national accreditation of the School of Nursing
- Designs and maintains reporting procedures to include Excel files and databases regarding School of Nursing statistics, confidential student information including GPA, course grades, HESI Exam scores, and statistical research. Prepares and generates related reports in a timely manner as required by the Dean and accreditation agencies
- Maintains Excel files regarding fiscal management of the School of Nursing's purchases and expenses. Pays bills, creates purchase orders, submits expense statements and collaborates with the Dean to keep the School of Nursing within budgetary restraints
- Types and edits reports, letters, syllabi, exams, calendars, and other required documents
- Maintains workflow by organizing office files, supplies and equipment. Provides expertise in the operation of office equipment, maintains supplies inventory
- Prepare and generates School of Nursing meeting minutes to Dean for final approval
- Processes incoming and outgoing correspondence and mail for the Dean and School of Nursing Faculty
- Greets prospective students and parents, and provides tours to the School of Nursing facilities
- Creates reports, brochures, and other materials to promote the School of Nursing
- Assists in the supervision of student workers
- Schedules and coordinates School of Nursing meetings, ceremonies, conferences and travel arrangements for the Dean of the School of Nursing and Faculty
- Performs additional duties as deemed necessary by the Dean of the School of Nursing to accomplish the goals and objectives of the School

Qualifications:

- Demonstrates Christian principles and ethical behavior in agreement with the College's Statement of Faith and committed to the mission and values of the College and the School of Nursing
- Maintains a spirit of cooperation and flexibility in a fast-paced environment, reflecting a positive attitude and contributing to team effort by accomplishing related tasks

- Demonstrates good communication skills and interpersonal skills with the ability to work independently
- Demonstrates the ability to plan, organize, accomplish goals, complete assignments, and manage multiple projects with accuracy
- Proficiency in computer software programs
- High school diploma required

Physical Requirements:

- Must be able to lift files, books, boxes weighing up to 25 pounds

Application Process: Applicants should submit a resume, cover letter, and staff application (found at www.tfc.edu under the 'Jobs at TFC' link) to Mary Kaye Ritchey, Director of Human Resources. Email: mritchey@tfc.edu; phone: 706.886.6831 ext. 5238. All materials remain confidential. Members of minority groups are encouraged to apply.