VACANCY ANNOUNCEMENT

Administrative Associate IV

Helena College University of Montana, a comprehensive two-year college, provides access to and support of high-quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as an Administrative Associate IV.

The Administrative Associate IV (Assistant to Director of Nursing Program) is responsible for the daily, ongoing management/liaison support needed for the Nursing Program Director and the office to carry out its responsibilities as the department’s administrative arm, as well as providing general reception and customer service for visitors and students to the nursing department. The position directly assists the Nursing Program Director with administrative, financial, and resource management duties required for the Nursing Program operation.

The position also serves as a liaison between the Nursing Director and other academic, support, facilities, student, and staff personnel at the college. This position supervises student work study staff.

This position requires self-direction and ability to focus. The candidate needs to be able to work in an open office area with frequent interruptions, while maintaining concentration and organization.

Duties and Responsibilities

Office Management and Support:

- Tracking supply inventory for multiple areas in the department. Areas include all academic supplies needed for faculty and staff within the department and all consumables needed to operate the three nursing skills and simulation labs.
- Tracking of book and/or material adoption for courses: This position tracks nursing faculty/adjunct book and/or material adoptions for all scheduled courses, every semester, ensuring that all adoptions are completed. The position provides the necessary guidance and reminders to faculty, as needed.
- Assistance with all necessary forms and documents needed by the Nursing Program Director, faculty, or staff in the department. Documents will include, but are not limited to, travel forms, timecards, purchase orders, budget modifications, updated contact information, etc.
• Assist the Nursing Program Director with their schedule by scheduling appointments for students, faculty, and staff, and adding important calendar reminders (monthly meetings, faculty/staff leave schedules, Nursing event dates, etc.) in Outlook.
• Assists the Nursing Program Director with meeting coordination activities (schedule, agenda, minutes, etc.) for Nursing Department meetings, Community Advisory Committee meetings, Academic Standards, Student Faculty Forum meetings.
• Attends regular meetings with administrative support staff and staff senate.
• Provides all clerical assistance for the department as needed, including copying, shredding, filing, and maintenance of all equipment (copier/shredder) and supplies needed.
• Provides customer service to both internal and external customers entering the nursing office.
• Answers and directs phone calls for the department, Nursing faculty, and Nursing Program Director.
• Providing information about the nursing programs (PN-CAS, ASRN), application processes and requirements, including prerequisite coursework to potential applicant inquiries in person or over phone.
• Creates correspondence, including Letters of agreement for clinicals, to Healthcare clinical facilities. Tracks and monitors the Letters for current signatures.
• Assist in updating and maintaining student files for Nursing program
• Update and maintain nursing website and Nursing Information page
• Create and maintain end-of-program assessments and compile action plans from faculty as part of ACEN accreditation. Additionally, compile analysis of course evaluation and action plans from faculty at semester end and maintain records for ACEN accreditation.
• Attend Work Study trainings, participate interviewing and hiring work study candidates, and maintain schedule and assignments for work study student(s).

Purchasing Clerk and Financial Duties:
• Purchasing Clerk for the Nursing department. This position compiles requests for materials, prepares all purchase orders, tracks purchases, and handles all inquiries about orders. The position is responsible for gathering all necessary information needed for orders, including researching the best purchasing options. The position maintains all purchasing records for both materials and services. The position tracks all orders ensuring timely arrival and that they meet the department’s specifications.
• Tracking budgets for the department. This position tracks debits and credits for several budget indexes within the Nursing Department, providing regular reporting to the Nursing Program Director.
• Tracks and schedules all required service and maintenance necessary for equipment and waste within the department. This includes maintenance on
equipment in the nursing labs (IV pumps, cassettes, and manikins), all bio-waste from nursing labs is moved to disposal bins for scheduled pickups, and clerical records will be shredded on schedule.

- Develops working relationships with local vendors and picks up orders as needed.

**Academic Affairs**

- Creating, tracking, and maintaining all Letters of Offer, Letters of Assignment (faculty teaching contracts) for fulltime, adjunct nursing instructors, and CRRN Clinical nursing instructors teaching in the Nursing programs.
- Tracking faculty course loads and overload assignments. This position works with the Nursing Program Director and HR to track all full-time faculty workloads during each academic year, maintaining the necessary documents for tracking purposes.
- Assists with the creation of clinical site contracts, obtaining appropriate signatures, and maintaining up to date contact information for each facility.
- Assists the Nursing Program Director with planning and arranging the Nursing Career Fair each semester. This includes, but not limited to maintaining list of current contacts, sending invitations, tracking attendee RSVPs, reserving the room, and overseeing set up of the tables for the Career Fair Vendors.
- Maintain and organize student application process to ASRN or PN CAS nursing programs. Fields questions from potential applicants regarding program requirements, analyzes student application and transcripts to assure all required information is included, and advises students on ways to improve application for admission.
- Monitor and track nursing student compliance with Healthcare facility vaccine and other requirements for attendance in clinical experiences. This position tracks student records of vaccines, CPR, background checks, and other facility requirements. This includes notification to students of missing items.
- Assists students with advising paperwork (PINs, course schedules, transcript requests, graduation applications) and assists with coordinating the clinical paperwork needed from various facilities for student clinical onboarding, including but not limited to the VA onboarding process.
- Creation of and maintenance of the Nursing Student Handbook. This position works with the Nursing Program Director to create and maintain an updated copy of the Nursing Student Handbook, which includes all necessary information and procedures specific to the Nursing Program. This handbook is updated on a regular basis and posted on the Nursing website and Nursing Information page on the learning platform (Moodle).
- Creation of fall and spring (and summer, as needed) course schedules. This position will work with Nursing Program Director to create the schedules for all courses offered in nursing program before final review by Nursing Program Director and submission to the Registrar’s office.
• Collection and retention of all nursing course syllabi. This position will collect all syllabi for all nursing courses offered and will retain them adhering to all record keeping requirements.
• Attends all Nursing Academic Standards, Community Advisory Committee, and Nursing Department meetings as the recorder. Assists the Nursing Program Director with meeting agenda and prepares the meeting minutes in compliance with accreditation standards.
• Maintains files for all Nursing faculty, adjuncts, and clinical instructors in the department.
• Maintains confidentiality (FERPA, HIPAA) regarding all information received and distributed through the nursing program office.

Accreditation Activities
• Assist the Nursing Program director to generate, compile, and organize all self-study documents and exhibits according to designated accreditation standards.
• Coordinate all aspects of scheduling and arranging on-site accreditation visits, including, but not limited to room scheduling, meals, lodging/transportation for visitors.
• Assist Nursing Program Director with annual reports (Board of Nursing, ACEN) and program reviews.

Minimum Qualifications
• Associate degree or certificate in related field and relevant work experience; or an equivalent combination of education and experience
• Understanding of all Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
• Good written and verbal communication skills
• Ability to prioritize and manage projects.
• Good organizational and time management skills
• Good problem-solving skills
• Ability to work independently with minimal supervision after training and when comfortable in position
• Good Attention to detail
• Basic understanding of how to use research to find information
• Understanding of the need for discretion and confidentiality

Preferred:
• Knowledge and understanding of business office management
• Knowledge and understanding of Banner and UMDW
• Knowledge and understanding of Board of Regents structure
• Knowledge and understanding of the Montana University System and its various campuses
- Knowledge and understanding of accounting and budgeting

### Benefit and Salary Information

$16.33 - $17.71 hourly

Benefits include a comprehensive and competitive group benefits package including insurance package, mandatory retirement plan, partial tuition waiver, professional development, and wellness program.

### How to Apply

**Priority Application Date:** Sunday, September 4, 2022.

Review of applications will begin after date above and continue until the position is filled.

Submit the following materials:

- **Letter of Interest** – addressing the stated required skills for the position
- **Detailed Resume** listing education and describing work experience
- **Transcript**
- Names and contact information of **three professional (3) references**.

[Apply Here](#)

Incomplete applications may not be considered.

### Union Information

MFPE CBA

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

**Criminal Background Investigation is required prior to Offer of Employment**

In accordance with University policy, finalists for this position will be subject to criminal background investigations.
ADA/EOE/AA/Veteran's Preference
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.
Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility.
Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing
Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.
*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name:  
First Name:  
Middle Initial:

Gender:  
☐ Male  
☐ Female

Race/National Origin:
☐ White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

☐ Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

☐ Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

☐ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
☐ No Military Service

☐ Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under
laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, round, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

**Where did you learn about this vacancy?**
☐ Newspaper  ☐ Job Service  ☐ Referral  ☐ Posting  ☐ Web  ☐ Career Fair  ☐ Other: