NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA

JOB DESCRIPTION

TITLE: Continuing Education Secretary/Allied Health Services

DIVISION: Economic Development, Continuing Education, and Training

SUPERVISOR: The Continuing Education Secretary will work under the supervision of the Executive Director of Economic Development, Continuing Education, and Training and work directly with the Health Occupations Coordinator.

BASIC FUNCTION: Part-time, up to 29 hours per week. Coordinate office functions in Economic Development, Continuing Education, and Training Office working with Continuing Education Coordinators. Support all aspects of Allied Health Services including courses, testing, and reporting. Responsible for processing day-to-day section information and student enrollment.

QUALIFICATIONS: Required – Administrative Secretarial Diploma or working knowledge of Microsoft applications.

Preferred – Two or more years of previous secretarial experience, Administrative Office Management degree, and certification in Microsoft applications.

REQUIRED SKILLS:

1. Proficiency, speed, and accuracy in word processing, spreadsheets, and data processing.
2. Proficiency in the preparation of written correspondence, including knowledge of business English, spelling, and proofreading.
3. Good organizational skills and provide recommendations for process improvement.
4. Ability to solve problems associated with class registrations and documentation of class section information.
5. Ability to deal courteously and tactfully with the public, face-to-face, on the telephone, and on-line, in a positive and professional manner.
6. Ability to understand and follow oral and written instructions.
7. Ability to maintain confidentiality of student records.
8. Ability to operate efficiently and accurately.

DESIRED QUALITIES AND CHARACTERISTICS:

1. Good oral and written communication skills.
2. Good organizational skills.
3. Sensitive to student and staff needs.
4. Ability to meet deadlines.
5. Working knowledge of databases, particularly Colleague/Datatel.
DUTIES/RESPONSIBILITIES:

For Continuing Education Division –

1. Serve as confidential office assistant, providing support for the Executive Director and Continuing Education Coordinators.
2. Provide extensive face-to-face, telephone, and on-line customer service.
3. Register students via the telephone, email, or in person including obtaining demographic information and payment information.
4. Assist students and other clients with online registration system.
5. Prepare Memos of Understanding for facilities and agencies that cooperate with NCC.
6. Help compile statistics and information for required reports throughout the year.
7. Utilize MS Word, MS Excel & Access, PowerPoint, E-mail, and Datatel Colleague to complete day-to-day responsibilities.
8. Process class cancellations, direct appropriate refund information.
9. Interview, recommend for hire, schedule, and supervise work study students.
10. Distribute mail and other communications daily to appropriate recipients.
11. Attend conferences and workshops taking an active part in staff development.
12. Actively participate in college committees as appropriate.
13. Perform such other duties and functions as NCC’s President and/or Executive Director of Economic Development, Continuing Education, and Training shall direct.

For Health Occupations Coordinator –

1. Enter Colleague/Datatel section information and maintain adequate records for sections generated by Continuing Education Coordinators.
2. Develop and maintain mailing lists for professional groups.
3. Prepare appropriate mailings.
4. Prepare instructional materials and maintain a file of section handouts.
5. Compile section evaluations as required.
6. Run class rosters for Continuing Education sections in Colleague/Datatel.
7. Prepare correspondence, reports, and other materials as needed.
8. Schedule CNA and other testing.
10. Maintain database of CNA test scores.
11. Coordinate facility requests for CEU approval with Board of Nursing.
12. Assist with renewal of Board of Nursing Approved Provider Status.
13. Administer self study courses.
14. Support Advisory Board meetings.
15. Verify enrollment information and prepare certificates for appropriate professional groups: nursing, social work, funeral directors, etc.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
GENERAL, PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

**PHYSICAL ACTIVITY**

<table>
<thead>
<tr>
<th>N=Not Applicable</th>
<th>O=Occasional (10-33%)</th>
<th>C=Constant(67-100%)</th>
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</thead>
<tbody>
<tr>
<td>S=Seldom (1-9%)</td>
<td>F=Frequent (34-66%)</td>
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- **S Stooping:** Bending body downward and forward by bending spine at the waist.
- **S Kneeling:** Bending legs at knee to come to a rest on knee and hands.
- **S Crouching:** Bending body downward and forward by bending leg and spine.
- **N Crawling:** Moving about on hands and knees or hands and feet.
- **S Reaching:** Extending hand(s) and arm(s) in any direction.
- **O Standing:** Particularly for sustained periods of time.
- **C Sitting:** Particularly for sustained periods of time.
- **O Walking:** Moving about on foot to accomplish task, particularly for longer distances.
- **S Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
- **S Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- **S Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. Boxes)
- **S Grasping:** Applying pressure to an object with the fingers and palm.
- **C Talking:** Expressing or exchanging ideas by means of the spoken word wither on the telephone or in person.
- **C Hearing:** Perceiving the nature of sounds.
- **N Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (5ft. height)
- **N Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- **C Repetitive Motion:** Substantial movements (motions of the wrists, hands, and/or fingers).
- **C Visual Acuity:** View computer and/or close visual work less than 18” of distance.
- **S Travel:** By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

**ENVIRONMENTAL CONDITIONS**

None. Worker is not substantially exposed to adverse environmental conditions. Conditions are those of a typical office. This position may require extended periods of time at a computer. Work is expected to be confined to indoor activities with the exception that the individual may be required to go to other parts of the campus or do errands away from campus, all of which would require exposure to the outdoors. It is not expected that this position will require exposure to situations, which would be considered to be physically hazardous.
WAGE/SALARY RANGE: $8.70 to $9.70 per hour

APPLICATION CLOSING DATE: Applications accepted until the position is filled.

ANTICIPATED EMPLOYMENT DATE: As soon as possible.

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: sandy@nwicc.edu.