



Administrative Assistant  
School of Nursing  
Job Posting

**JOB SUMMARY:**

Spalding University is seeking a responsible Administrative Assistant to directly support the Chair of the School of Nursing and provides secretarial and clerical services for the School of Nursing. It is imperative that the candidate has a mature and professional demeanor to ensure the efficient and smooth running of day-to-day operations for the School of Nursing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Schedule and supervise all clerical work.
- Answer telephone.
- Handle messages and appointments.
- Handle confidential and general correspondence.
- Assist with SON, BSN and Advisory committee meetings monthly (advisory April and November) Document distribution, record and file minutes, meeting setup and clean up afterwards. Requisition supplies and maintain record of expenditures.
- Assist in the compilation of data for reports.
- Assist in generating data for College and Department budgets and prepare final copies.
- Set up and maintain files for correspondence, faculty records, student records, course syllabi, projecting tracking etc.
- Process incoming and outgoing mail.
- Set up meetings and arrange for meeting rooms at request of others.
- Respond to inquiries regarding University policies and procedures.
- Maintain database for School
- Make photocopies of correspondence and other printed materials.
- Greet students and visitors, ascertain nature of business and conduct them to appropriate staff
- Track requests
- Compare and draft replies to correspondence and as directed, initiate correspondence for the Dean and Chair
- Maintain various distribution lists for School
- Maintain SRN database
- Input semester schedules
- Sort and distribute teacher evaluation forms and folders
- Set up folders and schedules, handle correspondence and make travel arrangements
- Monitors and coordinates the school portal page
- Point of contact (when advisor or other faculty is not available) for information and assistance needed upon entering program: application, registration, health records, orders, shirts, name badges, scrubs. Setup and organize student files by incoming cohort as well as monitor health record requirements of all students assuring compliance in clinical settings every session.



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- Distribute, review and file new hire applications so we have record in the department, submit requests for contracts and overloads to HR, assist new hires setting up e-mail and obtaining passwords from IT, give brief new hire orientation on SON procedures assistance as needed, generate clinical agreements with facilities as needed if not on file. In addition help PC Support Technician in the IT department to resolve any PC, printer or software issues on computers if they are off campus.
- Assist potential students with questions and material distribution about all SON programs via telephone and email communications.
- Assist faculty with items such as setting up and troubleshooting the Scantron equipment and copy machine maintenance.
- Keep the supply room organized and stocked with supplies.
- Ensures the storage room stays clean and orderly.
- Assists with proctoring of entrance tests as needed
- Work with Admissions, ARC, Bursar, Registrar's and Financial Aid office providing information to help resolve issues that may arise pertaining to charges of SON student accounts.
- Maintains the message board in lobby of CHNS, announcements and updates, changes, work with marketing to monitor functionality (sometimes goes offline) and post OT & Natural Science information.
- Maintain the School of Nursing blog page, You Tube channel, and assist marketing posting nursing data on the Spalding.edu website.
- Other support work as assigned.

**For Department Chair and School Faculty:**

1. Handle messages.
2. Typing and copying for faculty within the limits of time and staff: exams, confidential evaluations, syllabi, grade reports, letters of reference, general correspondence.
3. Organize bulk mailings of promotional materials for Department programs.

**HOW TO APPLY: Please electronically submit your cover letter and resume to:**

Yolanda Peterson  
Human Resources Coordinator  
Spalding University  
[ypeterson@spalding.edu](mailto:ypeterson@spalding.edu)

**ABOUT SPALDING UNIVERSITY:**

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.



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Faculty, staff and students are united by the institutional mission:

***Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.***

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.