

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Allied Health Division Secy / Health Occupations Facilitator**

Data Year: 2017

Prepared On: 06/21/2018

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Department:	Allied Health	Grade:	8
Reports To:	Dean of Allied Health	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dean of Allied Health	Effective Date:	02/07/2008
		Revised Date:	06/21/2018

**Role:**

This person serves as point of contact and assists in the day-to-day operations of the division. Responsibilities include assisting the dean and faculty members as well as general office functions such as data entry, scheduling of facilities, vehicles and travel, organizing and maintaining paper and electronic files and assisting students as needed.

This person will serve as the Health Occupations Facilitator and point of contact with the state of Kansas (KDHE and KDADS) for CNA and CMA course approvals, instructor approvals, compiling student rosters, scheduling of student exams, proctoring/grading of exams and reporting of required data to numerous parties.

This person serves as the point of contact for Allied Health student admissions for four academic programs. Confidential records are maintained and the admissions data are placed in a spreadsheet for over 100 applicants annually.

This person will actively participate in data collection and reporting for state and national organizations.

**Essential Functions & Responsibilities:**

- E 20% Completes requisitions for purchase orders, provides POs to vendors, tracks item delivery. Provides document for appropriate program director approval. Maintains budget documents as required by law.
- E 20% Maintains semester schedules, textbook requisitions, inventory, syllabi, division web pages and activities and travel arrangements using Banner, Contribute, Access, Excel and Word.
- E 25% Facilitates and acts as point of contact with the state of Kansas (KDHE and KDADS) for CNA and CMA course approvals, instructor approvals, compiling student rosters, scheduling of student exams, proctoring/grading of exams and reporting of required data to numerous parties while maintaining timely communication with all entities.
- E 10% Maintains office supplies and classroom equipment inventory. Collects and distributes incoming and outgoing mail. Create documents, copies and/or send correspondence for the division. Record minutes for meetings as needed.
- E 5% Manages and maintains updated student information in Banner.
- E 5% Acts as receptionist for the division, helping with general inquiries, providing directions and supporting students.

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- E 8% Creates documents, makes copies, and sends correspondence for the division. Perform other duties required by the dean and division faculty members, and supervising the division's student workers.
- E 7% Maintains admission, immunization, background check and student roster documents for over 100 Allied Health applicants and students annually.

**Performance Measurements:**

1. Facilitates and acts as point of contact with the state of Kansas (KDHE and KDADS) for CNA and CMA courses approvals, instructor approvals, compiling student rosters, scheduling of student exams, proctoring/grading of exams and reporting of required data to numerous parties while maintaining timely communication with all entities.
2. Prepares and/or assists in the preparation of college, KBOR, and grant reports and submits them in a timely manner.
3. Provides confidential administrative support to the division, including screening and handling of telephone communications, greeting and directing visitors, managing inquiries as appropriate and serves as the primary contact and liaison between the office, students and public.
4. Coordinates meetings, division activities and makes appointments and travel arrangements.
5. Gathers, enters, and updates data to maintain departmental, Perkins, Capital Outlay and grant budgets.
6. Establishes and maintains files and records for the division to include admission applications.
7. Build Allied Health class schedules in Banner and make appropriate changes or cancellations for Allied Health Division class schedules.
8. Prepares and/or assists in the preparation of required/assigned reports and submits in a timely manner.
9. Gathers, enters, and/or updates data to maintain departmental records and databases. Establishes and maintains files and records of the college.
10. Maintain accurate files of program information, student success information, and records for local, state and national reports.
11. Gather, compile, and report all information for CTE program students/graduates as requested in a timely manner.
12. Maintain a professional work environment and business like appearance.
13. Maintains specified office hours of accessibility to students, faculty, and the dean.

**Knowledge and Skills:**

- Experience Six months to two years of similar or related experience.
- Education (1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school.

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**Interpersonal Skills** Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.

**Other Skills**

**Knowledge:**

Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, data entry, process documentation, record keeping, and other office procedures and terminology.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics - Knowledge of office computer programs, procedures, and equipment. (Microsoft Office, Office 365, file management, calendar, and email)

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, coordination of people and resources. Knowledge of customer service etiquette.

**Skills:**

Speaking - Talking to others to convey information effectively. Reasoning and conflict resolution skills, human relations, and communication skills.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Time Management - Managing one's own time and the time of others.

**Abilities:**

Written Comprehension - The ability to read and understand information and ideas presented in writing.

Written Expression - The ability to communicate information and ideas in writing so others will understand.

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Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Speech Clarity - The ability to speak clearly so others can understand you.

Perceptual Speed - The ability to quickly and accurately compare similarities and differences. Ability to establish priorities and to complete tasks in a timely manner. Ability to work with frequent interruptions.

**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 2 hours at one time with a total of 4 hours.

Standing for a period of 1 hour at one time with a total of 2 hours.

Walking for a period of 1 hour at one time with a total of 2 hours.

Lifting up to 25 lbs occasionally

Carrying up to 20 lbs occasionally

Repetitive Action: use of right and left hand for simple grasping; pushing and pulling; and fine manipulation

Bending, squatting and crawling occasionally

Individual will be around moving office equipment e.g. copier, typewriter, folding machine, scantron, binder, hole punch, and shredder

Keyboarding up to 5 hours per day

Work Environment Typical office environment.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature