SUMMARY
This position provides overall administrative support to the Faculty and Coordinator of the College of Nursing and Health.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Processes syllabi, tests and other curriculum related materials. Refers to university and department policies to ensure compliance.
2. Prepares course materials for duplication and/or scanning, typing and filing, i.e., course reports and data management and tracking.
3. Creates exams for online testing in the system. Also assists with the proctored student testing as needed.
4. Provides support for the CCNE Accreditation process including self-study, interim reports, and the collection of resource documents.
5. Maintains documentation for all committees to include agendas, meeting minutes, etc.
7. Provides coverage for the administrative staff.
8. Orders departmental office supplies as needed.
9. Other duties as assigned.

QUALIFICATIONS
The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
High school diploma or general education degree (GED) required. Experience in managing multiple priorities with frequent interruptions preferred. Strong interpersonal skills are needed in this position. Experience with data entry and retrieval. Working knowledge of Microsoft Office required.

TO APPLY
Please complete the application at http://www.madonna.edu/resources/human-resources. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY
A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.