**POSITION ANNOUNCEMENT**

**Job Title:** Administrative Support II – Health Sciences  
**Department:** College of Nursing and Health  
**Reports To:** Program Director of Health Sciences  
**Level:** 4  
**Shift/Hours:** 20 hours per week  
**Date Prepared:** August 17, 2016

**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. Also handles data management and tracking.
3. Tracks all student and faculty data related to internship placements.
4. Maintains documentation for all committees to include agendas and meeting minutes.
5. Creates exams for online testing in the system. Also assists with the proctored student testing as needed.
7. Provides as necessary interim reports, and the collection of resource documents related to program assessment.
8. Provides coverage for the College of Nursing and Health administrative staff.
9. Orders departmental office supplies as needed.
10. 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 with data entry and retrieval. Experience in managing multiple priorities with frequent interruptions preferred. Strong interpersonal skills are needed in this position. Working knowledge of Microsoft Office required. May be required to work up to three evenings each semester.

**TO APPLY**

Please complete the application at [http://www.madonna.edu/resources/human-resources](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.