POSITION ANNOUNCEMENT

Job Title: Administrative Support II
Department: College of Nursing and Health
Reports To: Director of Nursing Simulation Lab
Level: 5
Shift/Hours: 40 hours per week
Date Prepared: September 22, 2017

SUMMARY
This position provides administrative support to the Director and Simulation Lab Coordinator with preparation of all reports, grants, special projects and other correspondence and provides assistance to faculty, staff, and students utilizing simulation and instructional technologies. Coordinates the standardized testing process for the nursing department.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Acts as central point of contact for the lab, assists and directs students, visitors and faculty. Provides lab tours as needed, and assists in maintaining simulation calendar in outlook.
2. Assists in setting up, breaking down and the operation of simulation and computer equipment.
3. Ensures the proper operation of the lab office and simulation equipment reporting any malfunctions to the appropriate individual(s).
4. Maintains spreadsheets, records, and reports. Processes and aggregates data collected and creates reports and graphs as needed for standardized testing results.
5. Processes curriculum, tests, and distance learning and grant materials.
6. Coordinates the standardized testing process including the preparation for scheduling, ordering, delivery, distribution, proctoring and reporting tests for the undergraduate and graduate degree programs.
7. Attends standardized test training sessions with testing companies as needed.
8. Assists with coordination of nursing and instructional technology material.
10. Provides administrative support to other areas of the nursing department as needed.
11. 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
Associates degree in Computer Science or equivalent degree required plus one (1) year related experience and/or training. Must be self-motivated with excellent communication, organizational, and interpersonal skills and prior experience working with the public in customer relations/services. Creates an atmosphere of respect for all customers. Maintains proper communication and supportive relationships with internal and external customers. Strong 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.