STATE OF COLORADO
invites applications for the position of:

Administrative Assistant II - Nursing Department

This position is open to non-resident applicants.

CLASS TITLE: ADMINISTRATIVE ASSISTANT II

LOCATION: Logan County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Northeastern Junior College, 100 College Avenue, Sterling, CO 80751

SALARY: Not Displayed

HIRING PAY RATE: Starting Hourly Rate: $14.84 per hour

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 04/24/13

CLOSING DATE: 04/30/13 04:00 PM

JOB TYPE: Part Time

DEPARTMENT INFORMATION:

NJC NORTHEASTERN JUNIOR COLLEGE

GJR-00191-04/13

Note: Work schedule for this part-time position will be 264 days per year (8 hours per day for 20 days and 5 hours a day for 244 days) during the academic year for a total of 1,380 hours.

DESCRIPTION OF JOB:
Duties: This part-time position reports to the Director of the Nursing Department, providing office support for faculty members and students. Primary duties and responsibilities include but are not limited to the following: draft memos, proofread and copy daily work, edit and type correspondence, filing, copying and mailing various documents/correspondence, computer registration of students in classes during registration periods and add/drop classes until census date, input schedules using Banner, order office, lab, classroom, and printer/copier supplies. Monitor budget, reallocate and track credit card purchases. Attend advisory meetings as scheduled and take, transcribe and distribute meeting minutes. Provide receptionist duties to include answering multi-line telephone system, taking messages, schedule appointments and answer student questions related to nursing programs. Supervision of student workers, schedule and assign appropriate duties, and train on office equipment and procedures. Prepare and deliver mail to the mailroom and pick up and distribute mail for PW employees. Develop and maintain database of waiting list for student entry into Nursing programs and send correspondence to prospective students. Develop and maintain various forms used throughout the program including a database of nursing wait-list for student entry into LPN program and the

LPN and ADN program. Maintain student files, including entry of weekly clinical grades. Proficiency in the use of Microsoft Office applications to include Word to compose correspondence, reports, edit and distribute memos, mail merge programs for mass mailings, etc.; utilize Excel to create spreadsheets, tables and formulas, upload/download and manipulate data in spreadsheets to maintain records.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:
Minimum Qualifications: Twenty-four months (24) of clerical experience as listed above which includes customer service experience and proficiency using Microsoft Office applications. In order to be considered for this position, your clerical experience, customer service experience and proficiency utilizing Microsoft Office applications must be documented on your application. Daily interaction with students, faculty and staff require that this position have strong interpersonal, communication and organizational skills. Candidate must have experience interfacing with a variety of people from many levels within the organization and community. Effective verbal and written communication skills are necessary for success in this position. Computer literacy is a must. (Part-time experience will be pro-rated)

Substitutions: College, university or non-correspondence business school course work may substitute for the experience on a year for year basis however, there is no substitution for the customer service experience or proficiency using Microsoft Office applications. A copy of your transcript verifying the required credits must be received by application deadline.

Preferred Qualifications: Strong customer service and interpersonal skills; strong planning and organizational skills. Clerical experience involving a wide range of general office skills to include filing, answering of telephone, 10-key calculator function, keyboarding and operating office equipment. Strong computer skills with Microsoft Office Word and Excel. Prior experience working with SCT/Banner systems or similar system highly desired. Attention to detail (ability to check for typographical, grammatical and spelling errors, etc.). Prior experience supervising others. Self starter, detail oriented and possess excellent organizational skills. Prior work experience at a community college or other academic environment. Strong written communication skills.

Necessary Special Requirements: Ability to pass a skill test in keyboarding at a rate of 45 net words per minute or better is required. Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide NJC Office of Human Resources with an official disposition of the charges.

SUPPLEMENTAL INFORMATION:
Important Note To Applicants: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this information on your completed application.

All state classified employees must be hired and promoted through a comparative analysis process. Part or all of the analysis for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. Applications may also be used to assess and rank applicants who meet the minimum requirements, cut to a top group or establish an eligible list for referral to the position.

Be sure your application material specifically addresses your qualifications, experience and accomplishments as they relate to the duties, minimum qualifications, substitutions, preferred qualifications and necessary special requirements sections as listed. Attach additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions may result in your application not being accepted for this position and may affect your score or inclusion in the final pool of qualified candidates.

If you are covered by the Address Confidentiality Program as provided by Colorado Revised Statute (CRS) 24-30-2101 through 24-30-2115, please notify the Human Resources office or analyst listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. Mail. The extension allowed under this program applies only to U.S. Mail notifications that include a deadline of 10 days or less.

For information regarding Northeastern Junior College Security, including crime statistics for the campus and surrounding area, please see the NJC Publication website under "About NJC": http://www.njc.edu/publications/. For a hard copy report please contact 970-521-6657.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:
An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:
Colorado Community College System, Attn. Human Resources, 9101 E. Lowry Blvd., Denver, CO 80230

DEPARTMENT CONTACT INFORMATION:
Tammy Kallsen 970-521-6730

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.colorado.gov/jobs

Position #GJR-00191-04/13
ADMINISTRATIVE ASSISTANT II - NURSING DEPARTMENT
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Administrative Assistant II - Nursing Department Supplemental Questionnaire

* 1. Are you willing to submit to a pre-employment background as a condition of hire?

❑ Yes ❑ No

* 2. Explain your customer service experience.

* 3. Explain the extent of your experience working with various spreadsheets and how you have used them in the work environment.

* 4. Explain your experience using Microsoft Word in the work place.

* 5. Explain your experience using Microsoft Outlook in the work place.

* 6. Do you have prior experience working with a student information system such as SCT Banner or similar system? If so, explain your experience.

* 7. Do you have prior experience working at a community college or other academic environment? If so, explain.

* 8. Have you dealt with FERPA in the work place? If so, explain.

* 9. Have you worked with Nursing programs in the work place? If so, explain your experience.

* Required Question