Northwest Technical College invites applications for the position of:

Administrative Assistant for Health & Human Services

AFSCME JOB POSTING

CLASSIFICATION: Office and Administrative Specialist, Intermediate (PCN 01097175)

OPENING DATE: August 14, 2023

CLOSING DATE: Tuesday, August 29th, 2023, at 11:59 p.m.

POSITION LOCATION: Nursing Department at Northwest Technical College campus

JOB TYPE/SCHEDULE: Unlimited Full-time

SALARY: Depends on Qualifications; current pay range is $18.55 - $24.60 per hour

NORTHWEST TECHNICAL COLLEGE (NTC) invites applicants to join our team as an Administrative Assistant for Health & Human Services. To accomplish our mission of “preparing students for rewarding careers”, we prioritize creating a culture in which diversity is embraced and all people are safe, welcome, and validated. NTC has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

The nursing programs at Northwest Technical College provides leadership and excellence in nursing education through an inclusive and student-centered environment. The nursing programs value critical think diversity and recognizes the benefits of each students’ unique perspectives and experiences.

The Administrative Assistant for Health & Human Services will provide administrative office support for nursing programs and the programs in the Health and Human Services division at Northwest Technical College. This position represents the Department of Nursing to the public along with future and current nursing students. Information must be kept up-to-date and accurate (examples: the department webpage, student resource manual, D2L faculty and staff resource shell). This position manages the Health and Human Services division’s day to day operations.

Responsibilities of the Administrative Assistant for Health & Human Services include:

- Administrative/Clerical, (65%)
  - Serving as administrative/clerical support for the nursing programs as well as some minimal support of the other programs in the Health and Human Services division.
  - Under general supervision, compiling and maintaining a variety of fiscal and program records, written materials and reports using multiple procedures, typing, computer and technical program knowledge.
Maintaining special databases, mailing lists and manuals.
Writing general correspondence as the point of contact for the nursing programs.
Communicating department notifications and information to students, faculty, and clinical entities via email, phone, or mail.
Updating, editing and suggesting revisions to the Nursing web pages and Nursing program student handbook as approved by Nursing Program Coordinator or Nurse Administrator.
Coordinating bi-annual Nursing Advisory Board meetings.
Managing the accreditation calendar.
Collaborating with faculty and BSU support staff and assists students and SNA advisor(s) with the annual pinning ceremony.
Collaborating with the Clinical Lab Assistant and Nursing Clinical Coordinator, coordinating the nursing and nursing assistant program clinical requirements (Verified Credentials) regulatory and program documents including clinical, internship and service contract related nursing, nursing assistant and other programs in the Health and Human Services division.
Serving as the point of contact for Nursing Department general email.

- **Coordinate with Admissions/Records process and provide new student support. (25%)**
  - Serving as the point of contact for new nursing students.
  - Working collaboratively with Admissions/Records for review and determination of program admission for Practical Nursing, LPN-Step In, and Associate degree programs.
  - Managing responses and initial communication to new incoming students for each application period.
  - Working in cooperation with admissions and records office staff for accepting new students, coordinating with program orientation, student progression/resequencing, applications for graduation, and student documentation for degree requirements as needed.
  - Updating and assigning nursing faculty advisors in ISRS.
  - Assisting Academic Dean, Nursing Program Coordinator, and nursing faculty with student communication, program and course documents, and record-keeping for re-sequenced or returning students.
  - Assisting in planning Welcome to Nursing Orientation days and communicates information to new students.

- **Assist in maintaining operations of the office and manage space utilization. (10%)**
  - Collaborating with the Clinical Lab Assistant for the utilization of classrooms and labs for nursing programs and other programs in the Health and Human Services division.
  - Reserving classroom/lab space for lab days, simulation, testing, student visits, and camps.
  - Ensuring Clinical Lab Assistant is supported with respect to equipment and supply needs.
  - Ordering and processing payment for office and lab supplies and equipment.
  - Assisting in the review of program products and resources.

**Minimum qualifications for this position include:**
- At least two years of experience as an administrative assistant or office manager.
- Word processing skills to develop and modify a variety of correspondence, records, and reports.
- Data entry skills sufficient to create database records and update entries in a timely manner to provide reports for management’s use.
- Customer service skills sufficient to provide prompt, courteous and accurate information to a variety of customers over the phone, in person and via email (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).

**Preferred qualifications include:**
- Experience in higher education or health care setting.
• Knowledge and experience with MinnState software programs including: Marketplace purchasing; budget programs and reports; Integrated Student Records System (ISRS); Procurement and logistics.
• A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Other considerations:
• All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
• Employment for this position is covered by the collective bargaining agreement for the American Federation of State, County & Municipal Employees (AFSCME) bargaining unit, which can be found at: https://www.afscme.org/
• In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to motor vehicle records check annually.
• BSU and NTC are tobacco free workplaces (see policy).

TO APPLY:

Apply for Vacancy Posting 68492, on the Minnesota Management and Budget (MMB) website: http://mn.gov/mmb/careers/.

If you are unable to apply online, please contact the job information line at 651.259.3637.
For additional information about the application process, go to http://www.mn.gov/careers.

Inquiries about the position:
Nicholle Bieberdorf, Dean of Nursing, Health & Human Service
Email: nicholle.bieberdorf@bemidjistate.edu
Phone: (218) 333-6659

If you have general questions about this posting or submitting an application, contact Mary Miller at mary.miller@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

COLLEGE / COMMUNITY: Northwest Technical College is in Bemidji, Minnesota, in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College welcome 6,000 students annually. Northwest Tech offers hands-on learning in Business,
Health Care, Manufacturing, Transportation, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most of its programs offered online in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (Minnesota State) https://www.minnstate.edu. To learn more about the student-centered environment at Northwest Technical College, visit www.ntcmn.edu.

WHY BEMIDJI:
In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake, and White Earth, students have an opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Northwest Technical College is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks, and more. Small, locally-owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of town — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: https://www.ntcmn.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Other Resources:
- Visit Bemidji – https://www.visitbemidji.com/
- Bemidji Area Chamber of Commerce – https://www.bemidji.org/
Statement of Notice
Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence.
Per [Minnesota State System Procedure 1B.3.1](https://www.mnstate.edu/hr/documents/sexual-violence-title-ix-policy.pdf), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator
Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu
Phone: (218) 755-2502
1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Northwest Technical College is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.