**ADMINISTRATIVE ASSISTANT, NURSING**

**ACADEMIC AFFAIRS**

**(FULL TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

• Associate’s degree in health care management, business management, or a related field and one (1) year of work-related experience;

• Proficiency with Microsoft Office Suite and database systems.  
 • Demonstrated ability to maintain accurate records, manage multiple deadlines, and handle sensitive documentation.  
 • Strong organizational and communication skills.

**PREFERRED QUALIFICATIONS:**

• Bachelor’s degree in Health Care Management, Business Management, or a related field.  
 • Experience working in nursing education, healthcare administration, or an academic health program.  
 • Familiarity with ACEMAPP or similar clinical placement and compliance tracking systems.  
 • Experience in using Banner Forms to support scheduling and administrative functions.  
 • Experience with accreditation documentation (e.g., ACEN or other specialized accreditors) and compliance tracking for faculty and students (e.g., BLS, immunizations, background checks, drug screens).  
 • Demonstrated ability to work collaboratively to support complex scheduling and compliance processes.

**RESPONSIBILITIES**:

• Serves as the dedicated administrative support for the nursing department, working under the direction of the Dean of Nursing to ensure smooth program operations and compliance with all regulatory and accrediting requirements.

• Maintains accreditation files and organizes nursing program records in a clear, structured filing system (both physical and digital) to ensure that documentation is complete, current, and readily accessible.

• Tracks and monitors student and faculty compliance with program requirements including, but not limited to, CPR certification, immunizations, drug screens, background checks, and basic life support (BLS) credentials.

• Prepares and maintains detailed faculty meeting minutes, ensuring summaries include substantive discussion points, action items, decisions, and follow-up responsibilities.

• Works with faculty and program coordinators to request clinical rotations through ACEMAPP, manage ACEMAPP records and assignments, and ensure that faculty, student, and clinical rotation schedules are accurate, current, and well-coordinated.

• Monitors ACEMAPP to verify that all students and faculty are cleared for clinical rotations by confirming that required documentation is complete and that site-specific requirements for each clinical placement are met.

• Coordinates with internal departments to collect, verify, and properly file documentation specific to nursing programs, ensuring that these responsibilities reside within the nursing department.

• Develops and maintains checklists and standardized processes to verify that all faculty and student records are complete and current.

• Conducts regular internal audits to verify that compliance records, MOUs, and accreditation documentation remain accurate and up to date.

• Works with students, faculty, and staff to address and resolve complaints or concerns in a timely and professional manner.

• Assists students in scheduling classes, ensuring they have accurate information on course availability and program requirements. Maintains a student-centered approach, actively listening to issues, offering solutions, and guiding students through administrative processes.

• Works with faculty and the Dean to create course schedules in Banner and makes revisions as necessary.

• Uses computer software as a tool for performing clerical assignments, including data entry, reporting, and database maintenance.

• Monitors use of and maintains supplies, equipment, and/or facilities for the assigned work unit or program area.

• Performs other duties as assigned.

**COMPETENCIES**:

• Skill in the use of computers and job-related software programs.  
 • Knowledge of modern office practices and procedures.  
 • Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.  
 • Skill in interpersonal relations and in dealing with the public.  
 • Oral and written communication skills.  
 • Demonstrated ability to manage nursing-specific accreditation and compliance documentation, including file systems, checklists, and internal audits, in alignment with institutional standards.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation.  Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Only those applicants who are interviewed will be notified of the status of the position. Candidates must successfully complete a criminal background investigation, pre-employment drug screening, and a motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.