



Date: June 8, 2017
Title of Position: Administrative Secretary – Nursing Programs
Salary: Per AFSCME contract: Grade 15, \$804.43/week @ step 1 w/benefits
Effective: August 2017

Responsibilities and Qualifications: (Please see the attached Commonwealth of Massachusetts Human Resources Division Administrative Secretary Series Classification Specification and Position Description/Form 30 for more detailed information.)

Responsibilities: Provides direct secretarial support to the Director of Nursing including clerical support to the Associate Degree Nursing and Practical Nursing faculty and students

Qualifications: Experience or ability to work in a multi-tasking, detailed-oriented environment. Excellent interpersonal skills including the ability to establish and maintain harmonious working relationships with others. Excellent organizational skills including but not limited to the ability to compile information in accordance with established procedures. Ability to maintain utmost level of confidentiality. Ability to maintain accurate records and determine proper format and procedure for assembling information. Ability to explain the laws, rules, policies, and procedures governing nursing department activities. Ability to follow written and oral instructions. Ability to exercise sound judgment. Demonstrated ability to effectively use Microsoft Office.

Additional information: Source of Funding: State funded
Area of Assignment*: Academic Affairs - Nursing
Supervisor*: Director of Nursing
Shift*: 8:00 a.m. – 4:00 p.m.
Days Off*: Saturday and Sunday

MCCC AFSCME DCE Non-Unit Full-time Part-Time

*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. tkozlowski@berkshirecc.edu (Internal candidates: Attach updated resume to in-house application form located in Human Resources).

Application review begins on June 26, 2017 and continues until position is filled. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.



Position Description, Form 30
Commonwealth of Massachusetts

Position Title: Administrative Secretary I - Nursing Programs
Social Sciences

Department: Nursing, Health,

Job Group 15

Functional Title (optional)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: Provides direct secretarial support to the Director of Nursing including clerical support to the Associate Degree Nursing and Practical Nursing faculty and students

SUPERVISION RECEIVED (Name and title of person from whom incumbent receives direction): Director of Nursing.

SUPERVISION EXERCISED (Number and titles of positions directly supervised by incumbent): None

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Provides direct secretarial support to the Director of Nursing including clerical support to the Associate Degree Nursing and Practical Nursing faculty and students:
 - Develops various forms (i.e., orientation, pinning, scholarship, accreditation statistics) and creates, modifies, and formats spreadsheets using Excel (i.e., Grades, Attendance, Communication Lists, BCC Scholarship data for Foundation, BHS network and Meditech account info.).
 - Coordinates with Testing Center for times/dates of HESI exams given to PN students and returning ADN students in March/April and October/November. Prepares letters with accuracy to students taking HESI exams and sends exams dates to appropriate students. Assists Dean/Director in determining student eligibility for re-entry examinations. Also, charts students' progress, keeps secure files on test results and prepares waiver/sub and application for challenge exam forms for students who have been successful in HESI exams for Director/Dean signature.
 - Prepares reports for internal use and external agencies (MABORN, ACEN) for Director's approval.
 - Administrator of Par System (Par Test and Par Score) and also responsible for entering faculty questions and examinations into system, and for timely and accurate exams being copied in Copy Center for distribution to faculty.
 - Fields inquiries from students, faculty and outside agencies, and other tasks as needed or requested.
- Acts as liaison to students, staff, and other BCC departments as well as outside agencies. Works closely with the Director to ensure timely scheduling of appointments. Responsible for booking meetings and additional classroom requests on ASTRA.
- Composes and/or prepares memos, correspondence, reports for the signature of the Director of Nursing (DON).
- Plans and coordinates meetings, including that of a confidential nature, as needed.
- Maintains up-to-date records of student and faculty compliance with licensing and accrediting agencies.

Position Vacancy 17-038

- Works closely with the Foundation Office to facilitate scholarship process for the A.D.N. and PN programs, including tracking, correspondence and interaction with outside agencies. Ensures that all application submissions and faculty comments are appropriate and current.
- Works closely with the Admissions Office and Immunization Records Office to facilitate smooth admission process for new and returning students; Director of Food Services for Advisory Committee Meeting and A. D. N. and PN Pinning Ceremony refreshments); and Marketing and Communications for pinning programs, inserts, and press release information.
- Responsible for updating, copying, and collating in a timely manner the A.D.N. Student Handbook, (“Blue Book”), Clinical Skills Book, and Course Packets for both A.D.N and PN programs (with Impress Printing) in conjunction with faculty and DON.
- Responsible for collating information, tracking student progression throughout the program, graduate statistics and NCLEX results, and correspondence for the annual orientation meeting for incoming A.D.N. students in conjunction with the DON.
- Assists the Student Nurse Organizations as needed - A.D.N. and PN.
- Prepares reports and surveys as needed using appropriate word processing or spreadsheet applications.
- Maintain faculty and curriculum minutes and clinical site evaluations for the A.D.N .and PN programs.
- Maintain student records, exams, and secure files for appropriate timeframe.
- Maintain and update faculty handbooks.
- Maintain and update student communication lists and email addresses for student and faculty use.
- Assists DON in preparing accreditation reports for Accreditation Council in Education for Nursing and annual MABORN (Massachusetts Board of Registration in Nursing)
- Manages and prioritizes the DON work schedule and calendar.
- Proof-reads and updates records – students and faculty - and maintains Departmental files.
- Other duties as requested by Director of Nursing.

QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills and abilities):

Experience or ability to work in a multi-tasking, detailed-oriented environment. Excellent interpersonal skills including the ability to establish and maintain harmonious working relationships with others. Excellent organizational skills including but not limited to the ability to compile information in accordance with established procedures. Ability to maintain utmost level of confidentiality. Ability to maintain accurate records and determine proper format and procedure for assembling information. Ability to explain the laws, rules, policies, and procedures governing nursing department activities. Ability to follow written and oral instructions. Ability to exercise sound judgment. Demonstrated ability to effectively use Microsoft Office.

QUALIFICATIONS ACQUIRED ON THE JOB (list know ledges, skills and abilities): Knowledge of nursing department processes and forms. Use of the College’s student records relational database (currently Colleague).

MINIMUM ENTRANCE REQUIREMENTS: At least four years of full-time or equivalent part-time experience in office administrative work. Associate Degree or higher may be substituted for a maximum of two years of the required experience.

REMARKS: N/A

LICENSE AND/OR CERTIFICATION REQUIREMENTS: N/A

Commonwealth of Massachusetts
Human Resources Division
Class Specification
Administrative Secretary Series

I. ADMINISTRATIVE SECRETARY SERIES:

Administrative Secretary I
Administrative Secretary II

II. SUMMARY OF SERIES:

Incumbents of positions in this series perform and/or coordinate secretarial and clerical activities for an agency executive or manager; receive and screen visitors and telephone calls; take dictation, including that of a confidential nature and type dictated material; compose and/or prepare correspondence; maintain files and records; and perform related work as required.

The basic purpose of this work is to provide secretarial support to an agency executive or manager.

III. ORGANIZATIONAL LEVELS:

Administrative Secretary I is the entry-level clerical job in this series.
Administrative Secretary II is the second-level clerical job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Performs and/or coordinates secretarial and clerical activities for an agency executive or manager such as opening and routing daily correspondence and scheduling and/or apprising the executive of appointments.
2. Receives and screens visitors and telephone calls; answers and/or refers inquiries to appropriate parties for action.
3. Takes dictation, including that of a confidential nature, using a system of rapid or abbreviated communication (i.e.; shorthand, stenotyping, or speedwriting) and types dictated material.
4. Composes and/or prepares correspondence, reports and/or memoranda for signature of executive according to standard procedure.
5. Maintains files and records such as correspondence files, tickler files, confidential records, telephone call logs, etc.
6. Performs related duties such as scheduling meetings, placing telephone calls and making travel arrangements for superior.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Administrative Secretary II:

Incumbents of positions at this level also:

Perform and/or coordinate secretarial and clerical activities for the head of an agency, for the head of a major division of a large state agency, for one or more boards or for a commission.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency staff, personnel from other agencies and the general public.

VII. SUPERVISION RECEIVED:

Administrative Secretary I:

Position Vacancy 17-038

Incumbents of positions at this level receive general supervision from an agency executive or other employee of higher grade who provide policy and procedural guidance, assigns work and reviews performance through conferences and reports for completeness and accuracy and compliance with standard policies and procedures.

Administrative Secretary II:

Incumbents of positions at this level receive general supervision from agency head or other employee of higher grade who provide policy guidance, assigns work and reviews performance through conferences and reports for compliance with policies and procedures.

VIII. SUPERVISION EXERCISED:

Administrative Secretary I:

Incumbents of positions at this level may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 clerical personnel.

Administrative Secretary II:

Incumbents of positions at this level may exercise functional (i.e., over certain but not all work activities, or over some activities on a temporary basis) over 1-5 clerical personnel.

IX. WORKING CONDITIONS:

Administrative secretaries work in a typical office environment with no unusual working conditions.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of clerical office practices and procedures including office record keeping office correspondence control, types and uses of office equipment and supplies, business letter and report preparation, etc.
2. Knowledge of a system of rapid or abbreviated communication such as shorthand, stenotyping or speedwriting.
3. Knowledge of business English including spelling, word meaning and word usage.
4. Knowledge of the standard office practices relative to handling incoming mail.
5. Knowledge of the types and applications of standard office filing systems.
6. Skill in taking accurate dictation at a minimum rate of 40 words per minute.
7. Skill in transcribing dictated material with speed and accuracy.
8. Skill in typing at a minimum rate of 30 mailable words per minute.
9. Ability to understand, explain and apply the laws, rules, regulations, policies and procedures governing assigned unit activities.
10. Ability to exercise discretion in handling confidential information.
11. Ability to follow oral and written instructions.
12. Ability to deal tactfully with others.
13. Ability to use proper English grammar, punctuation and spelling.
14. Ability to gather information by examining records and documents.
15. Ability to gather information through questioning individuals.
16. Ability to communicate effectively in oral expression.

Position Vacancy 17-038

17. Ability to work accurately with names, numbers, codes and/or symbols.
18. Ability to file material in accordance with standard filing procedures.
19. Ability to maintain accurate records.
20. Ability to establish and maintain harmonious working relationships with others.

Based on assignment, the following additional qualifications may be required at hire:

1. Ability to lead a group of workers.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules, regulations, policies and procedures governing assigned unit activities.
2. Knowledge of the types and uses of agency forms.
3. Knowledge of the proper telephone procedures for making and receiving agency calls.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) four years of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A diploma as evidence of graduation from the business or commercial course of a recognized high school or vocational/technical high school may be substituted for a maximum of one year of the required experience.*

II. A diploma as evidence of graduation from a course other than the commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required experience.*

III. A diploma for completion of a one-year, full-time, or equivalent part-time, program in a recognized non-degree granting business or secretarial school above the high school level may be substituted for a maximum of one year of the required experience.*

IV. An Associate's or higher degree may be substituted for a maximum of two years of the required experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience.

Administrative Secretary II:

Applicants must have at least (A) five years of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A diploma as evidence of graduation from the business or commercial course of a recognized high school or vocational/technical high school may be substituted for a maximum of one year of the required experience.*

II. A diploma as evidence of graduation from a course other than the commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required experience.*

III. A diploma for completion of a one year, full-time, or equivalent part-time, program in a recognized, non-degree granting business secretarial school above the high school level may be substituted for a maximum of one year of the

Position Vacancy 17-038

required experience.*

IV. An Associates or higher degree may be substituted for a maximum of two years of the required experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience.

XIII. SPECIAL REQUIREMENTS:

None.

Occupational Group 15
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