Academic Office Manager, Nursing

<table>
<thead>
<tr>
<th>Department: Nursing</th>
<th>Approved Date: 5/11/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To: Director of Nursing</td>
<td>Team: Academic Affairs</td>
</tr>
<tr>
<td>FLSA Status: Exempt☐ Non-Exempt☒</td>
<td>Part-time ☐ Full-time ☒</td>
</tr>
<tr>
<td>Compensation: Grade B09</td>
<td>Employee Group: Support Staff</td>
</tr>
<tr>
<td>Contract or Grant Funded: Yes☐ No☒</td>
<td>Pre-Hire Drug test: Yes☐ No☒</td>
</tr>
</tbody>
</table>

Essential Personnel: Yes☐ No☒

Anticipated work hours:
☒ 8:30-4:30 Monday to Friday
☐ Other __:__ to __:__ _____ to _____
☐ Evenings
☐ Weekends
☐ On call

Position Summary:

This position reports to the Director of Nursing and provides administrative and customer support services to FCC faculty, staff, and students and to the public on behalf of the department. The position manages the daily academic office support functions relative to the assigned department, in cooperation and association with the leadership and guidance of the Executive Associate to the Provost/Vice President for Academic Affairs.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Utilize PeopleSoft Campus Solutions to input and monitor course schedules, instructor assignments, and run queries for requested departmental reports, research and analysis.
2. Utilize the PeopleSoft Financial system for all procurement related functions involving departmental, restricted, and grant funds. Prepare budget transfers and initiate requests for journal entry corrections when appropriate. Ensure successful completion of services related to purchases, services and repairs. Support the department chair in monitoring department and grant budget data. Recommend departmental budget reallocations in preparation for annual budget development. Perform duties as appropriate if assigned as Manager Backup for escalated procurement documents.
3. Support the department chair in the handling/submission absence reports, time reporting documents, and other HR related functions within the department. Collaborate with the department chair to ensure the collection of required documentation is accurate and complete for submission to HR and payroll, as it relates to the recruitment and hiring of faculty and staff. Orient new faculty and staff to department specific business practices.
4. Serve as the department’s first point of contact and liaison for faculty, staff, and students. Maintain open and timely communication between all parties. Coordinate and/or process faculty requests for classroom-related equipment and materials. Utilize 25Live scheduling software.
Academic Office Manager, Nursing

5. Provide extensive customer support to a diverse population of faculty, staff, administrators, students and external clientele. Exercise discretion, confidentiality and sound judgement in all matters.
6. Interpret and adhere to academic policies and procedures, administrative business processes, and FERPA regulations.
7. Serve on college-wide committees/task forces/planning groups. Attend meetings and disseminate information as appropriate.
8. Create and maintain academic office specific protocols. Provide backup office coverage for other departments as needed.
10. Monitor textbook adoption process.
11. Coordinate the Castlebranch drug and medical screening process for nursing students/faculty. Resolve outstanding medical documentation deficiencies. Authorize clinical facilities to access student medical files and drug screenings for facility clearance. Maintain confidentiality regarding student medical records in accordance with the federal HIPPA (Health Insurance Portability and Accountability Act) regulations.
12. Create confidential eMar and Meditech password lists for Frederick Memorial Healthcare Systems and resolve password issues with the facility’s IT department.
13. Initiate the development of clinical contracts and ensure that said contracts are current and in compliance with the insurance carrier of the College.
14. Plan and coordinate events for the official College nursing pinning ceremonies twice a year. Create invitations and program, organize purchase of student nursing pins, Nightingale lamps, and flower purchases.
15. Complete nursing surveys distributed by nursing’s national and state accrediting bodies using department information and document storage and retrieval for review by the Director of Nursing Education.

Required Minimum Qualifications:

1. Associate Degree or military experience in administrative support
2. Three year of related experience in administrative support

Desired Qualifications:

1. Bachelor’s degree
2. Experience using Microsoft Office Suite, PeopleSoft Modules(human resources, financial, student system) and standard office technology and equipment
3. Ability to work effectively with a wide range of constituencies in a diverse community

Note: The College reserves the right to change or reassign job duties, or combine positions at any time