



# WESTMONT

## **Nursing Program Assistant (Full-time, 12 months)**

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### **Nursing Department**

The role of Program Assistant is multifaceted. The Program Assistant provides administrative support to students, faculty, and the Department of Nursing.

#### **Qualifications:**

1. Personal affirmation of and complete commitment to the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations
2. College-level preparation, college graduate preferred.
3. Strong organizational skills.
4. Good oral and written communication skills.
5. Proficient computer skills in Micro office, Adobe, and Goggle docs/email.
6. Ability to work in a diverse working environment.

#### **Responsibilities:**

1. Supports the Mission of Westmont College.
2. Provides support to students and the general public through phone calls and emails.
3. Serves as primary resource for pre-nursing student's.
4. Maintains the Program Director's calendar.
5. Maintains faculty and student files to meet BRN, accreditors, and college requirements.
6. Assists the program director with faculty approval forms, clinical site verifications, and other required documentation for the BRN.
7. Maintains the department calendar.
8. Prepares the final agenda and meeting material for all committee meetings.
9. Records and maintains department meeting minutes.
10. Assists the program director with faculty hiring, scheduling interviews.
11. Assists Admission Committee members with assembling applications, generating admission/denial letters, and maintaining applicant files.
12. Coordinates Program Orientation:
  - a. Schedules facilities
  - b. Assembles information/documentation packets
  - c. Manages student health forms, immunizations, CPR cards, and Background Checks
13. Assists the Program Director with the Pinning Ceremony:
  - a. Schedules facilities
  - b. Generates and coordinates event tickets
  - c. Orders student award plaques
  - d. Develops Certificates of Completion
14. Assists faculty with ordering textbook desk copies.
15. Provides other duties as directed by Program Director.
16. Provides administrative assistance to faculty, as needed.
17. Expectations for workplace demeanor include but are not limited to working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly,

constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

18. Performs all other duties as assigned.

**Reports to:** Program Director of the ABSN Nursing

**Pay Range:** \$ 17.90/hr - \$24.06/hr

12.2022