

Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Secretary, School of Nursing

DEPARTMENT: School of Nursing

CLASSIFICATION: Secretary C

WAGE GRADE: WG 40

EMPLOYMENT DEFINITION (STATUS): Full-time Support

SUPERVISOR: Program Manager, School of Nursing

DATE REVISED: January 2025

SUMMARY OF FUNCTIONS:

Reporting to the Program Manager, School of Nursing, with day-to-day guidance provided by the Associate Dean, School of Nursing, the Secretary C, School of Nursing assists the Program Manager, School of Nursing, with a full range of day-to-day operational issues. The Secretary provides clerical support to the office administrators and coordinates the School of Nursing staff activities, roles, and responsibilities. The Secretary assists with the recruitment and selection of new faculty and with the organization of program offerings.

DUTIES & RESPONSIBILITIES:

Department Support (100%)

- Assist in the planning and organization of program course offerings
- Assist in the planning and coordination of staff requirements to adequately staff the scheduled course offerings
- Assist with program recruitment and marketing
- Prepare the annual survey reports, e.g. COUPN, CASN, CNO
- Assist in the preparation and submission of The School of Nursing's accreditation and quality assurance documents
- Assist with submission of the Commission on Graduates of Foreign Nursing Schools (CGFNS) requests and payments in collaboration with the Office of the Registrar
- Liaise with external agencies regarding School of Nursing programs (e.g. CASN, COUPN, CAN, CNO and other universities)
- Liaise with internal departments (e.g. Office of the Registrar, Office of the President, Human Resources/Payroll, Finance, etc.)
- Co-ordinate and support the process for establishing and updating legal agreements related to School of Nursing partner agencies
- Assist with the preparation of annual and interim reports for nursing programs
- Assist in the budget monitoring and planning process
- Prepare/update orientation manuals for School of Nursing students and clinical instructor, in coordination with the Clinical Placement Coordinator(s) and Clinical Education Leader
- Assist with the orientation of new faculty
- Liaise with prospective new faculty appointees, which includes the provision of information on Nipissing University and programs
- Process invoices for review and signatures
- Schedule meetings as requested
- Provide backup support for other secretary/clerical positions

Any other duties as assigned.

QUALIFICATIONS:

Education: A two-year Office Administration diploma from a recognized college

Training and/or experience may be substituted for formal academic training

Training, Experience, Knowledge & Skills Required:

- A minimum of three years of experience in an educational setting with relevant clerical experience
- Ability to work in a team environment as well as alone
- Knowledge of word processing, database and other relevant software programs
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Superior interpersonal and organizational skills
- Knowledge of university system
- Knowledge of issues surrounding education in Ontario
- Problem solving skills
- Public speaking skills
- Knowledge of accounting and business practices
- Knowledge of budgets and budget planning
- Excellent time management skills

RELATIONSHIPS/CONTACTS:

Supervised by: Program Manager, School of Nursing, with day-to-day guidance from the Associate Dean, School of Nursing

Internal Contacts: Staff, faculty, students

External:

- Ministry of Health and Long Term Care
- Other University Administration/Faculty
- Ministry of Colleges and Universities
- Provincial Agencies/Organizations (i.e. COUPN, RNAO, CNO)
- Indian and Northern Affairs Canada
- Correctional Services
- Contact North
- Local partner Agencies
- Current Students
- Prospective Students

MATERIALS UTILIZED:

- Computer, printer, telephone, photocopier, fax machine, overhead projector
- Policy and Procedures Manual
- Budgets

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Intensive visual and mental concentration

- Sitting, standing and walking
- Comfortable office with separate work station
- Frequent interruptions

I have read my job description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

Approvals

Supervisor

Date

Human Resources

Date