

## **ADMINISTRATIVE ASSISTANT TO HEALTH OCCUPATIONS – OTTAWA**

Reports to: Director of Occupational Therapy Assistant Program

Classification: Half-time, 12-month Employee

Pay Status: Hourly, Non-exempt, Level III

Fringe Benefits per Board Policy

Salary: \$11.50 – \$12.00

Revised: December 2018

This position performs a variety of administrative assistant functions for the health occupations programs located on the Ottawa campus. The position reports to the Director of the Occupational Therapy Assistant Program in conjunction with Surgical Technology and health occupations located on the Ottawa campus (excluding nursing).

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Primary Duties**

1. Provide support for the occupational therapy assistant program.
2. Provide support for the surgical technology program.
3. Provide support for other non-nursing health occupation programs located on the Ottawa campus.
4. Prepare and maintain instructor curriculum notebooks and student handbooks.
5. Monitor student records such as immunizations and all pre-class requirements.
6. Assist with admission and registration processes for health occupations students.
7. Confirm classes with students. Monitor waitlists.
8. Maintain advisory committee databases, minutes, and records.
9. Support adjunct instructors.
10. Assist with state and national testing registrations.
11. Assist in creating awareness of programs through various activities such as Panther Preview Days, 8<sup>th</sup> grade visits, Kids' College, etc.
12. Perform other duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Excellent organizational and computer skills.
- Willingness and ability to work as a member of a team.
- Confidentiality is required.
- Valid Driver's License.

### **Education and Experience**

- Associate's degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; OR
- High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

**Working Conditions**

1. Some travel during normal working hours will be required, license mandatory.
2. Normal office working environment.
3. Ability to sit in an office chair for long periods while operating a personal computer is required.

**Application:**

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, AA Health Occupations - Ottawa, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/careers](http://www.neosho.edu/careers).

Review of applications begins upon receipt.

**NCCC is an EOE/AA employer**

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>