



## **POSITION ANNOUNCEMENT**

**Job Title:** Administrative Support II - Undergraduate Nursing Admissions  
**Department:** College of Nursing and Health  
**Reports To:** Chair  
**Level:** 5  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** April 3, 2018

### **SUMMARY**

This position provides administrative support to the Undergraduate Chair. Collaborates with the Academic Advisor and Retention Specialist to support student success.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides administrative support for the undergraduate nursing admissions process, typing various letters, data collection and tracking, mailings, and maintaining admissions spreadsheet.
2. Organizes undergraduate graduation applications and graduation audits.
3. Receives and organizes applications and manages undergraduate nursing files for Pre-licensure and ABSN programs.
4. Handles inquiries and nursing admissions intake calls, data entry, and follow-up.
5. Tracks withdrawals/grades related to Academic Excellence and sends correspondence to students.
6. Creates and maintains graduation and undergraduate Blackboard groups.
7. Processes PNR/NUR paper files and reviews status in Jenzabar to include assessing readiness of students to change major from PNR to NUR and notifies Registrar of students approved to change from PNR to NUR status.
8. Other duties as assigned.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Working knowledge of Microsoft Office software and some experience in using databases.

### **TO APPLY**

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.