

Office Assistant - Nursing Department (LOA with Benefits)
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=242204>

Downloaded On: Jul. 27, 2024 12:42pm

Posted Jul. 26, 2024, set to expire Aug. 31, 2024

Job Title	Office Assistant - Nursing Department (LOA with Benefits)
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Jul. 26, 2024
Application Deadline	08/31/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5464130
Apply By Email	
Job Description	

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Office Assistant - Nursing Department (LOA with Benefits)

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College (TMCC), located in Reno, Nevada is seeking applicants for an

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Office Assistant in the Nursing department. This is a full-time LOA position, up to 40 hours a week, with the option of health insurance. This is a temporary, grant-funded position. The current grant runs through July 31, 2025. Additional funding may be sought for consideration.

Under direct supervision, responsibilities include, but are not limited to:

- Operate and provide coverage for the Nursing information desk.
- Provide general information and assistance to students, staff, and campus visitors.
- Assist with MyTMCC and TMCC website navigation.
- Create reports and file documents.
- Receive and distribute mail as needed within our department.
- Maintain consistent and reliable attendance and punctuality.
- Other duties as assigned by the Director of Nursing and Administrative Assistant 4

Required Qualifications:

1. Graduation from high school or equivalent education and one (1) year of clerical experience which included experience in one or more of the following areas: maintaining records, answering telephones, and reviewing forms, documents, and other written materials.

OR an equivalent combination of education and experience.

Essential Duties and Responsibilities:

- Performs a variety of complex secretarial and clerical duties such as data entry, filing, processing and distributing mail and maintaining office supplies for the Nursing department, and maintenance of office equipment.
- Maintains confidential data files for program.
- Assists Director and Administrative Assistant 4 in confidential student, staff and/or program related matters.
- Provides information and assistance to callers, takes messages and/or routes to appropriate personnel.
- Greets and assists visitors.
- Provides information and assistance to faculty, staff, students and the public regarding the program.
- Develops and maintains standard program documents such as forms, flyers, program documents, policies and procedures.

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- Proctor entrance exams for the Nursing program
- Assists the Administrative Assistant 4 in coordination of the graduation/pinning ceremonies.
- Provides clerical and computer support to faculty, students, and staff.
- Attends career days/fairs to promote the program.
- Performs other related duties as requested or assigned.

Schedule:

The typical schedule for this position is Monday-Friday 8am-5pm.

A flexible schedule is available during the winter and summer semesters.

Salary Information:

\$21/hour

Benefits:

To view health insurance plans and information, please click on the link [here](#).

Exempt

No

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

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1) Resume - Required

2) Cover Letter (Optional)

This posting is open until filled

Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

Attachments

Posting Close Date

08/31/2024

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---William-N-Pennington-Health-Science-Center/Office-Assistant---Nursing-Department--LOA-with-Benefits-_R0143814

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Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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