

Administrative Assistant - Nursing
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263538>

Downloaded On: Oct. 7, 2025 3:22pm

Posted Oct. 7, 2025, set to expire Oct. 26, 2025

Job Title Administrative Assistant - Nursing
Department Nursing
Institution Central Oregon Community College
Bend, Oregon

Date Posted Oct. 7, 2025

Application Deadline 10/26/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Administrative Assistant - Nursing

Position Number: B64PD

Starting Wage/Salary: \$22.07- \$22.96/hr plus exceptional benefits, subject to change due to ongoing negotiations

Close Date: 10/26/2025

Primary Purpose:

The Administrative Assistant provides a wide range of administrative support services for the Nursing and Nursing Assistant programs (Bend and Madras campuses), for the department chair, and for the

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faculty members. They competently apply advanced skills in organization, technology, interpersonal communication, record keeping and information retrieval, strategic planning and problem solving; provide assistance in administering the performance, display and technical aspects of the department and oversee budgets for all programs within the department.

Essential Duties and Responsibilities:

Nursing Department Specific Responsibilities

- Prepare, sign, process, track, and file yearly on-site contracts for off-site clinical sites for the Nursing Department.
- Support the elected Nursing Club officers by attending meetings and providing support to track and reconcile all budget transactions and reports and submit all required documentation to Associated Students of Central Oregon Community College (ASCOCC) to ensure receipt of funding.
- Access third-party vendor site to view, record, and track all required student background checks, drug screens, immunizations/titers, and maintain all student files and databases.
- Gather and track all program clinical schedules for all students. Submit detailed spreadsheet to the Payroll Manager each term for Oregon Workers Compensation tracking and benefits.
- Assist in creating, updating, distributing, and managing program surveys, including first- and second-year curriculum surveys and graduate surveys.
- Maintain required program documents for Oregon State Board of Nursing approval and Accreditation Commission for Education in Nursing (ACEN) accreditation.
- Create and maintain all faculty and student folders with pertinent documents.
- Work prior to each term with the faculty coordinator of first- and second-year teams to create the highly detailed spreadsheet for all theory, lab, and clinical instruction for the term.

General Functions

- Coordinate, enter and proof annual and adjusted quarterly class schedules, appropriate classroom assignments, and footnotes, including off-campus and online courses, by College deadlines; assist in planning and revising schedule and staffing through analysis of relevant factors such as enrollment patterns and contracted faculty loads.
- Monitor and maintain equipment, furniture, and supplies of classrooms, offices, labs, performance spaces, workroom and gallery, including tracking and anticipating needs and preparing requests for capital, technology, furniture, and supplies needed to support effective instruction at optimal capacity.
- Serve as primary contact for the Department, applying effective communication skills in multiple

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modes, as well as accurate departmental and College knowledge needed to address promptly or re-direct appropriately all internal and external queries, concerns, and comments. Frontline duties include early and frequent monitoring of daily e-mail and voicemail messages from departmental faculty requesting that their days classes and office hours be canceled.

- Exercise and maintain proficiency in using current College computer-based software applications (e.g. Microsoft Office, Banner, Resource 25, Outlook, CLSS) and other technologies to perform essential departmental administrative support functions.
- Prepare and process faculty Notices of Appointment and full-time faculty quarterly load sheets by College deadlines; completing these tasks entails tracking and maintaining accurate spreadsheets detailing faculty loads for scheduled program courses and approved non-teaching assignments, part-time faculty and full-time faculty overload pay rates, and accounts to be charged.
- Prepare and process paperwork to hire student assistants, irregular wage and work-study students. Assign tasks and coordinate these workers in cooperation with the supervising faculty members.
- Prepare and process confidential student evaluations assigned each quarter as required by annual faculty evaluation schedules and COCC instructional administrative practices. Confirm schedule of evaluation with individual instructors.
- Promote effective internal and external communication for departmental programs through use of email, Outlook public folders, contacts with media, printed flyers or posters and changes submitted to department Web pages.

Business Processes

- Prepare and process fiscal and/or administrative paperwork (e.g. check requests, purchase orders, independent contractor agreements, travel authorizations, time sheets and travel expense forms) for authorized dispersal of departmental funds; monitor expenditures in cost centers at regular intervals to promote responsible budget management.
- Solicit and process textbook orders for scheduled courses each quarter, track receipt and maintain records of departmental textbook orders submitted, and initiate reminders to faculty whose orders have not been submitted by COCC Bookstore deadlines.

Additional Responsibilities

- Perform other essential duties as they pertain to the objective of the position.
- Serve on college committees.

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Knowledge, Skills, and Abilities:

Individuals must possess the listed knowledge, skills and abilities and be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The incumbent is expected to follow College work rules and policies.

- Advanced organizational skills to track, coordinate, and complete multiple tasks to support the effectiveness of a large and complex academic department.
- Achieve thorough familiarity with the details of the performance and exhibition calendars.
- Ability to initiate and perform work without supervision, anticipating the needs of the department as a whole, as well as of individual instructional staff.
- Ability to respond quickly and effectively without supervision to unanticipated work situations.
- Ability to operate all standard office equipment, use of keyboard and multi-line telephone including voice mail management for the program.
- Exercise effective interpersonal communication skills to work productively with multiple constituencies, including students, faculty, Fiscal Services, Public Safety, committees, vendors, Student and Enrollment Services, Information Technology Services, offices of the Instructional Deans and Vice -President of Academic Affairs, the support staff of other departments, and the general public.
- Apply knowledge of faculty preferences, existing resources, enrollment patterns and other significant factors in schedule development.
- Skills in maximizing limited resources when administering the departmental budget, by monitoring expenditures, prioritizing needs, and recommending cost-saving measures.
- Skills to prepare for and meet simultaneous deadlines by prioritizing tasks and requests based on urgency, managing time wisely, requesting aid and making referrals as needed. Deadlines may arise from both internal and external constituencies, including the media or outside organizations.
- Ability to manage office needs as faculty change, and initiate capital, technology, and furniture requests, as needed.
- Ability to self-regulate, collaborate and use good judgement in identifying issues and priorities.
- Ability to communicate clearly, in writing and speaking, face-to-face, via telephone, and e-mail, using the English language with or without the use of an interpreter.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Must be able to perform essential job functions described above.

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Minimum Requirements:

Education

- Associates Degree or completion of equivalent college-level coursework.

Experience

- Two (2) years of comprehensive office experience, employing effective skills in organization, budgeting, interpersonal communication, and computer-based technology.

Preferred Qualifications:

- Bachelors degree.
- Knowledge of Banner and instructional support processes.
- Work experience with community colleges, school districts, or public entities.

To apply, visit <https://jobs.cocc.edu/postings/11700>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Nursing
Central Oregon Community College

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