

POSITION ANNOUNCEMENT
Madonna University

Job Title: Office Manager and Program Specialist
Department: College of Nursing and Health

Position Status: Full-time
Reports To: Dean

SUMMARY

This position is responsible for the administrative operations of the College. Handles a wide range of complex and confidential work for administrators of undergraduate and graduate nursing and health programs. Ensures adherence to established business policies and procedures of the department and university.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Acts as central point of contact for the College of Nursing and Health internal and external constituencies.
2. Prepares contracts and reports, general correspondence to external stakeholders, faculty and students. Also processes and maintains education affiliation agreements and contracts.
3. Provides support for staff and coordinates and supervises student workers to ensure adequate resources for the department.
4. Participates with onboarding processes for new faculty and staff and maintains departmental faculty & staff records.
5. Monitors departmental expenditures and processes internal and external reimbursements and requisitions.
6. Assists with the accreditation process as needed.
7. Develops, manages and maintains statistical and annual reports, forms and dashboards. Provides training and support to College of Nursing and Health staff on the use of management systems and institutional data management system.
8. Assists with the acquisition of departmental equipment, furniture, materials and supplies.
9. Coordinates the use of services, facilities and equipment, faculty and staff office moves, and handles day-to-day maintenance and troubleshooting within the department.
10. Plans and organizes luncheons/social events within department for internal and external stakeholders; including undergraduate and graduate ceremonies, and College of Nursing and Health events.
11. Updates College of Nursing and Health websites and maintains program information sheets for graduate and undergraduate programs as well as department faculty and staff contact lists.
12. Completes Michigan School Certification of Completion forms and forwards to the Registrar and SBON as appropriate.
13. Prepares certificates and letters for undergraduate and graduate awards.
14. Supports the undergraduate and graduate chairs and Dean with course scheduling and monitoring of course schedule reports. Monitor and maintain correct advisor lists.
15. Schedules meeting arrangements for Dean as necessary. minute taking at CONH meetings and agenda development.
16. 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. Must have a valid driver's license and a commercially insurable driving record. May be required to work outside of normal working hours. Travel may be required, evening and weekend hours expected.

EDUCATION AND EXPERIENCE:

Associate degree preferred plus three years' experience. Proven ability to work effectively with faculty, staff, and students of diverse backgrounds. Must be able to network and build relationships, plan and work independently, manage multiple priorities and meet deadlines. Ability to confidently recommend changes, experiment with new ideas and organize staff to meet new challenges. Strong leadership, analytical, presentation, organizational and problem-solving skills, attention to detail and accuracy, excellent judgment and ability to exercise discretion with respect to confidential matters. Excellent written and verbal communication skills. Working knowledge of Microsoft office required.

TO APPLY: **Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:

- 1) Complete the **application on our website www.Madonna.edu > Employment > APPLY NOW**
- 2) You must provide via Email attachment a **letter of intent** and **resume/CV to hr@madonna.edu**

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. We do not discriminate on the basis of race, religion, color, sex,

age, national origin or disability. 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.