

SOMERSET COUNTY TECHNOLOGY CENTER

JOB DESCRIPTION

POSITION TITLE: Adult Education/Practical Nursing Secretary

REPORTS TO: Director of Practical Nursing, Director of Adult Education

SUMMARY: It will be the duty of the Adult Education/Practical Nursing Secretary to perform secretarial duties related to the overall operations of the Adult Education and Practical Nursing programs and maintain all student records and fiscal data in accordance with state regulations.

DUTIES AND RESPONSIBILITIES

- Answer phones, scan visitors at front entrance, and perform other receptionist duties
- Make photocopies, collate booklets, and distribute materials
- Compose correspondence, program catalogs, and other school publications
- Organize and process mailings
- Coordinate Use of Facilities, Van Usage, and Act 48 requests
- Assist students through the admission process and continue to provide support through graduation
- Record and file student grades and attendance records using the student management system
- Serve as the lead facilitator for Ed2Go online courses and PA Safety Inspection course
- Maintain student records in a confidential manner and in accordance with state regulations; verify student hours for licensure
- Complete education verification/transcript requests
- Assist with ordering supplies and books
- Maintain program inventory
- Create invoices and track outstanding balances for company trainings
- Use school's fiscal software to process requisitions, refunds, expenses, etc.
- Collect money, write receipts, process charges, and prepare bank deposits
- Reconcile bank statements as designated by accounting procedures
- Process data and reports for state/federal reimbursement
- Assist with preparation for annual program audits
- Assist with creating, maintaining, documenting, and finalizing Adult and LPN annual budgets and profit/loss statements
- Manage data using software including ClassMate, PDE Suite (PIMS and CATS), etc.
- Serve as the lead facilitator for Pearson Vue testing
- Conduct the nursing entrance examination for prospective students, schedule eligible students for admission interviews, and supervise other personnel who assist with these tasks
- Complete background checks for students and maintain all clearances according to confidentiality procedures

- Assist with implementing and enforcing program policies and procedures, subject to directives of the Directors of Adult Education and Practical Nursing
- Assist with recruitment and promotional activities
- Other Adult Education and Practical Nursing program-related duties as assigned by the Director of Practical Nursing, Director of Adult Education, or Administrative Director

MINIMUM QUALIFICATIONS:

- High School Diploma or High School Equivalency
- Exceptional organizational skills
- Excellent written and oral communication skills
- Exemplary interpersonal skills
- Proficiency in Microsoft Office: Outlook, Word, Power Point, and Excel
- Ability to navigate various technology platforms related to the day-to-day operations of the Adult Education and Practical Nursing programs
- Experience with school accounting preferred
- Experience with federal and state reporting preferred
- Ability to complete tasks independently with minimal supervision

Interested candidates should submit a resume and cover letter to SCTC Administration at the following address. Application review will begin immediately and continue until a successful candidate has been selected.

Mrs. Karen Remick, Administrative Director
Somerset County Technology Center
281 Technology Drive
Somerset, PA 15501