

Administrative Assistant in Nursing (at Grace College)

Bethel University seeks an energetic, self-starter to work as Administrative Assistant to the Faculty of the School of Nursing on Grace College Campus, working under the direction of the Dean of Nursing and the Coordinator of the Bethel Pre-Licensure Nursing Programs at Grace College.

This position will be located on the campus of Grace College (in Winona Lake, Indiana) and is a part-time (20 hours/week) position during the school year - August through April with some flexible hours during the summer.

Duties will include:

- Provide assistance according to priorities outlined by the Dean of Nursing and the Coordinator of the Bethel Nursing Program at Grace College
- Present a positive image of the School of Nursing, Bethel University, and Grace College when responding to persons who call or come to the nursing office by providing support, answering questions and making referrals as necessary
- Prioritize requests from faculty and students to ensure deadlines are met, using creativity and initiative
- Complete special assignments to facilitate smooth functioning of the school
- Communicate with faculty about their needs and maintain adequate supplies by inventorying and requesting needed supplies
- Prepare necessary documents as necessary
- Maintain confidentiality of tests, syllabi and other documents
- Maintain a record of faculty schedules and student clinical schedules in order to locate individuals in a timely manner
- Work with appropriate staff at Grace College to ensure equipment used by the faculty in the School of Nursing is maintained and in working order

Please send resume to Dr Deb Gillum (deborah.gillum@betheluniversity.edu) for consideration.