



STATE OF COLORADO  
invites applications for the position of:

# Administrative Assistant III - Nursing at CNCC Craig Campus

This position is open only to Colorado state residents.

**CLASS TITLE:** ADMINISTRATIVE ASSISTANT III

**LOCATION:** Moffat County, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** Colorado Northwestern Community College, 2801 W. 9th Street, Craig, CO 81625

**SALARY:** \$3,599.00 - \$4,358.00 Monthly

**HIRING PAY RATE:** Although a salary range for this position is provided, appointments are typically made at range minimum

**FLSA STATUS:** Non-Exempt; position is eligible for overtime compensation.

**OPENING DATE:** 05/19/21

**CLOSING DATE:** 05/21/21 04:00 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



**GJT-004105-05/21**

**Note:** Work schedule for this position will be 8:00 a.m. - 5:00 p.m. Monday through Friday with flexibility to meet departmental needs. Applicant selected for hire will be required to acquire working knowledge of and the ability to utilize Banner, via training provided subsequent to hire.

You will admire the friendly culture at Colorado Northwestern Community College and be inspired by our team environment and dedicated employees. Additionally, we offer:

- Generous annual and sick leave benefits; our employees stay because of the work/life balance they are able to obtain here.
- Attractive health, dental, vision, life, and flexible savings options; we will also help you build your retirement savings via our defined benefit or defined contribution plans.
- An opportunity to become a lifelong-learner and enjoy considerable savings for the college education of your dependents through our tuition reimbursement program.

**DESCRIPTION OF JOB:**

This full-time position works in the Nursing Department at Colorado Northwestern Community College and reports to the Nursing Director. Primary duties and responsibilities include: provide assistance and administrative duties to the Nursing program, collect, manage, maintain and disseminate data related to clinical and regulatory agencies in addition to college requirements. Provide excellent customer service to current, potential, and alumni students of the nursing program and college as well as other internal and external customers. Plan and oversee numerous program and community events to include orientation, pinning, graduation ceremonies, advisory board meetings, career fair, health fairs, etc. by scheduling facilities, arranging meeting logistics, communicate with participants, create and maintain event documentation and authorize funds for operating expenditures. Create attestation documentation for clinical agencies to confirm compliance with agency and regulatory requirements. Design, manage and maintain files and systems for the collection and dissemination of complex and confidential data. Design and implement general office and administrative operations to accomplish the work of the nursing program. Create annual reports for program outcomes, manage high volumes of information for reporting to clinical agencies/partners, regulatory and accreditation agencies. Provide program information to incoming students and answer questions regarding the registration process. Explain work processes and aid in the training and orientation of new students, staff and faculty. Utilize several computer programs such as Banner to enter contracts, pay authorizations, etc.; Microsoft Office 2016 to include Word to compose correspondence, reports, edit and distribute memos, etc., utilize Excel to create spreadsheets, tables and formulas, upload/download and manipulate data in spreadsheets to maintain records; PowerPoint and Publisher to create slide presentations and Outlook to maintain calendars, appointments and email correspondence.

## **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

**Minimum Qualifications:** Three years of clerical experience related to the work assigned. Daily interaction with internal and external customers requires this position to possess excellent customer service skills. Position must maintain a high level of confidentiality at all times. Position must have the ability to handle many lengthy and sometimes difficult phone calls in a professional manner. *To receive credit for the clerical experience, it must be the primary function of your job.* Do not use "SEE RESUME" statements on application; your application must be completed in detail and clearly document your relevant work experience. (Part time experience will be pro-rated).

**Substitutions:** College, university or non-correspondence business school course work in Business or related field from an accredited institution may substitute for the clerical experience on a year for year basis. You must submit a copy of your unofficial transcript with your application by the closing date of the announcement in order to be considered

**Necessary Special Requirements:** Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide CNCC Office of Human Resources with an official disposition of the charges.

**Preferred Qualifications:** *Please provide a detailed description on your application of your relevant work experience and document examples of your work in relation to the following:* Experience working with nursing programs. Familiar with nursing clinical requirements. Familiar with regulatory requirements for the Nursing program. Experience involving a wide range of administrative support responsibilities. Experience working Banner. Experience explaining policies and procedures. Highly developed interpersonal skills. Excellent organizational skills. Ability to multi-task and be a self starter. Superior communication skills in person and on the telephone. Superior written communication skills. High level of speed and accuracy regarding data entry. Attention to detail (ability to check for typographical, grammatical and spelling errors, etc.) Understand and determine appropriate rules and regulations from various sources. Problem solving skills. Knowledge in extracting information from various reports. Ability to deal with a diverse population with discretion and tact. Good analytical and organizational skills. Experience and ability to work in

a fast paced customer service environment, and ability to handle multiple tasks simultaneously while meeting targeted deadlines.

**Appeal Rights:** If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email ([dpa\\_state.personnelboard@state.co.us](mailto:dpa_state.personnelboard@state.co.us)), postmarked in US Mail or hand delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgement of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to [spb.colorado.gov](http://spb.colorado.gov); contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at [spb.colorado.gov](http://spb.colorado.gov) under Rules.

## **SUPPLEMENTAL INFORMATION:**

CCCS recognizes the importance of a workforce that is reflective of our diverse student community which consists of 22.1% Hispanic; 6.2% Black/African American; 3.7% Asian/Pacific Islander; 0.9% American Indian/Alaskan Native; and 60.5% White. As such, we are interested in selecting the best candidate from a diverse pool.

***Equal Opportunity Employer:*** *Colorado Northwestern Community College does not discriminate on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identify, or sexual orientation in its activities, programs, or employment practices as required by Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of the Rehabilitation Act of 1973; Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; and the Americans with Disabilities Act (ADA) of 1990.*

**Americans with Disabilities Act (ADA) Accommodations:** Colorado Northwestern Community College is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Angela Miller, [angela.miller@cncc.edu](mailto:angela.miller@cncc.edu), (970) 675-3235.

If you are an individual who wishes to request reasonable accommodations for an exam, refer to the contact information on the exam scheduling notice or on the specific job announcement.

**Pregnancy Related Accommodations, Colorado Anti-Discrimination Act (CADA):** The Colorado Anti-Discrimination Act (CADA), allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth.

*For information regarding Colorado Northwestern Community College Security, including crime statistics for the campus and surrounding area, please see the CNCC Campus Security website under "student's right to know": <http://www.cncc.edu/cms/content/security-students-right-know>. For a hard copy report please contact 970-675-3329.*

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**TRANSCRIPTS REQUIRED:**

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Colorado Community College System, Attn. Human Resources, 9101 E. Lowry Blvd., Denver, CO 80230 or scan an email your official State of Colorado application to [teri.ayers@cccs.edu](mailto:teri.ayers@cccs.edu)

**DEPARTMENT CONTACT INFORMATION:**

Angie Miller, 970-675-3235, [angela.miller@cncc.edu](mailto:angela.miller@cncc.edu)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #GJT-004105-05/21  
ADMINISTRATIVE ASSISTANT III - NURSING AT CNCC  
CRAIG CAMPUS  
TA

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

---

**Administrative Assistant III - Nursing at CNCC Craig Campus Supplemental Questionnaire**

- \* 1. Are you willing to submit to a pre-employment background check as a condition of hire?  
 Yes    No
  
- \* 2. Are you a current resident of the State of Colorado who can provide proof of Colorado residency?  
 Yes    No
  
- \* 3. Have you provided direct administrative support in an office setting as the primary function of the job?  
 Yes    No
  
- \* 4. Explain your clerical experience as it pertains to this position.
  
- \* 5. Describe your philosophy and experience with customer service.
  
- \* 6. Explain your experience planning and coordinating meetings and events.
  
- \* 7. Explain your experience monitoring and maintaining departmental budgets.
  
- \* 8. Check the box below that describes your level of skill with Microsoft Excel.  
 Beginner  
 Intermediate  
 Advanced
  
- \* 9. Are you willing to accept a starting rate of \$3,599.00 per month if offered the position?  
 Yes    No
  
- \* Required Question