



ALLIED HEALTH AND NURSING SPECIALIST

SALARY GRADE: [C1-42](#)

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of specialized administrative and student services duties in support of the Allied Health and Nursing programs.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of specialized administrative and student services duties in support of the Allied Health programs.
2. Screen potential program applicants according to established program guidelines; assist in the development and coordination of student intake procedures; coordinate the collection of documents; facilitate communication between participants, academic divisions, Financial Aid and others.
3. Provide counselors, academic advisors, and students with accurate and current information regarding courses taken at other colleges and universities.
4. Assist in the preparation, under the guidance of Program Director, of governmental/accreditation agency reports and respond to inquiries concerning academic standards/standings, course completions, degrees, certificates received and final state licensure as appropriate.
5. Input, retrieve and maintain records on a computerized system for the collection of statistical data for the programs and other program reports; assist in developing and coordinating computer programs for reports, label generation and other program needs.
6. Develop and maintain an evaluation databases to respond to student inquiries and track completed and pending evaluations and admissions or non-admission to programs; maintain database of all student requirements such as course work, immunization, testing, and other related requirements for entry into and continuation in the programs.
7. Assist in the evaluation, under the guidance of Program Director, of student completion of courses for externships, internships and preceptorships.
8. Coordinate, develop and participate in recruitment and outreach activities to increase enrollment of potential Allied Health students; assist with development, preparation, and presentation of information through outreach and recruitment events and on an individual student basis; attend a variety of meetings, conferences and in-services; promote allied health and nursing programs and services.
9. Participate in developing promotional activities and literature such as videos, websites, newsletters, brochures, flyers, and public announcements.
10. Compose correspondence requiring knowledge of Allied Health and Nursing policies, Biological and Health Sciences policies, College and District polices and guidelines, state agencies and accreditation bodies; prepare and maintain various forms, files, reports and records.
11. Operate a computer and other office equipment as assigned. Includes working knowledge of Excel, Word, e-mail, File Maker Pro, PowerPoint or equivalent
12. Attend and represent Allied Health and Nursing at various meetings as assigned.

13. Work with faculty for laboratory set-up and protocols including restocking for EKG classes, ordering stock room supplies, and keeping stock room clean and organized; assist instructors when needed in the classroom.
14. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Rules, regulations, requirements and restrictions related to allied health and nursing programs.
2. Proper techniques involved in evaluating transcripts and determining equivalencies.
3. Program operations, policies, and objectives.
4. CSU, UC and other community college system schools. College codes and California Articulation Numbers (CAN) assigned by the State Chancellor's office.
5. Applicable sections of State Education Code Regulations, District, College and Division Polices; matriculation, articulation, academic evaluation policies and procedures; course outlines and curriculum process; rules and regulations of the Psychiatric Technicians, Board of Registered Nursing, Board of Vocational Nurses, boards/accreditation body regulations/requirements in Medical Assistant, Physical Therapist Assistant and Medical Laboratory Technologist board and other applicable laws.
6. Operation of a computer and assigned software including databases.
7. Correct English usage, grammar, spelling, punctuation and vocabulary.
8. Record-keeping techniques.
9. Oral and written communication skills.
10. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform a variety of specialized administrative and student services duties in support of allied health and nursing programs.
3. Provide specialized assistance and information to students and others concerning allied health and nursing programs.
4. Compile and verify data and prepare reports.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Operate a computer and assigned office equipment.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work confidentially with discretion.
10. Meet schedules and time lines.
11. Prioritize and schedule work.
12. Work independently with little direction; Analyze situations accurately and adopt an effective course of action.

Education and Experience

Any combination equivalent to:

1. Associate's degree in business or related field.
2. Two (2) years experience in a college environment dealing with allied health and/or nursing programs, students, and/or student records.

WORKING CONDITIONS:

Environment:

1. Office environment.

2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

Date Approved; Revised: October 2014; June 2015

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