



Title: School of Nursing Administrative Assistant

Job ID: 252626710301

Campus: Uvalde

Closing Date: March 14, 2026

Job Summary: The Administrative Assistant provides advanced administrative and operational support for nursing and technical programs across multiple campuses and coordinates high-volume, compliance-driven functions that require independent judgment and initiative. Duties include managing the full student admissions process from application intake through acceptance or denial; maintaining complete and accurate electronic and physical student records; tracking references, background checks, drug screening, immunization documentation, and licensure requirements; and communicating with applicants and students regarding missing information and deadlines. The position coordinates standardized testing activities such as TEAS, ATI, Capstone, and Live Review, including scheduling, rosters, exam administration, results tracking, and reporting, and provides ongoing academic support by maintaining grade sheets, attendance records, evaluations, and student calendars. The Administrative Assistant supports regulatory and accreditation compliance by preparing and maintaining documentation related to Board of Nursing requirements, NCLEX applications and results, catalog and curriculum updates, advisory committee materials and minutes, Perkins reporting, and program handbooks. Responsibilities also include processing purchasing requests, online purchase orders, P-card reconciliations, testing and insurance payments, conference registrations, travel requests, and budget-related documentation; coordinating orientations, advisory meetings, evaluations, pinning ceremonies, and other program events; managing system access and records within platforms such as OneDrive, Excel, Typhon, and institutional systems; and providing continuous in-person and remote support to students, faculty, vendors, and external agencies. The role requires strong organizational skills, confidentiality, customer service, and the ability to manage multiple priorities across overlapping admissions, testing, licensure, and reporting cycles, while ensuring accuracy, continuity, and compliance.

Classification: Full-time, Non-Exempt

Department: School of Nursing

Salary: Clerical III, Step 0 – Twelve-month position

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Associate's degree preferred.

Experience & Training: Minimum (3) years of experience in an equivalent or similar position. Strong computer skills and proficiency in Microsoft Office programs (Word, Excel, Access and PowerPoint). Excellent communication skills, maintain positive and professional relationship with colleagues and students. Maintain confidentiality, accurate records, and an organized, safe environment; exhibit flexibility and maintain current technology skills.

Additional Qualification Requirements: Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.