



## POSITION ANNOUNCEMENT

*Anticipated Opening*

**Position:** Administrative Analyst for Allied Health

**Division:** Allied Health

**Qualifications:** The formal education equivalent of a bachelor's degree, in public administration, business administration, or related field; Three years of other job-related education and/or experience may be substituted for all or part of these basic requirements, upon approval of the qualification review committee.

**Position Description:** The Allied Health Administrative Analyst is a support staff position at Arkansas Northeastern College under the supervision of the Dean for Nursing & Allied Health with an anticipated start date of July 1, 2024. The position requires the following knowledge, abilities and skills:

### **Knowledge, Abilities and Skills:**

The Allied Health Administrative Analyst II must have the following knowledge, abilities and skills:

- Knowledge of planning, research, and analysis techniques and procedures.
- Knowledge of department operations, policies, and procedures.
- Ability to analyze documents to determine compliance with rules, regulations, and procedures.
- Knowledge of basic accounting principles.
- Ability to plan and execute systems and organizational analysis and feasibility studies.
- Ability to conduct research and perform quantitative quality assurance reviews.
- Ability to research, prepare, and present comprehensive written and oral reports.
- Ability to organize and conduct meetings and workshops.
- Ability to operate standard office equipment. Knowledge of computers and proficient in software applications to include Microsoft Office, Word, Excel, Power Point, ZOOM technology etc.
- Knowledge of grammar, punctuation, and spelling, general office procedures and basic record keeping/bookkeeping procedures.
- Organize information, maintain confidentiality of information, manage multiple tasks and projects, set priorities and manage time, organize and work on detailed projects.
- Ability to communicate effectively both orally and in writing to both internal and external stakeholders.

### **Job Responsibilities:**

Duties of the Allied Health Administrative Analyst include but not limited to:

1. Provides information, assistance, and clarification to prospective students and other stakeholders concerning agency/institution, division and departmental policies and procedures.

2. Composes and types documents, routine correspondence and drafts letters, maintains activity logs and/or financial ledgers, and submits work promptly as requested by Dean or Division faculty.
3. Answers and screens calls, schedules appointments, takes messages, reads and distributes mail, transcribes correspondence.
4. Assists with obtaining quotes, initiating the College purchasing process, maintains files, and orders office supplies, copying paper, toner, college and departmental forms.
5. Maintains expense reports, purchase orders, and submits invoices to accounts payable. Follows-up regarding discrepancies and timely receipt of vendor invoices.
6. Organizes and maintains work area and provides assistant to Dean and other Allied Health faculty in processing and organizing files, correspondence, and preparing for project deadlines.
7. Researches various data storage and/or computer records to obtain information and compiles data for assessment reports and completion of student files.
8. Prepares Part-time, Adjunct and or Overload employee /faculty contracts for Division as requested, maintains the Contract Spreadsheet by semester and follows up to ensure all employee contracts have been processed.
9. Assists Dean and Program Directors with collecting and entering assessment data and information into spreadsheets, tables and reports as requested.
10. Enters data and maintains student cohort spreadsheets for Allied Health Programs to include course completion/success rates, licensure/certification pass rates, and employment rates.
11. Responsible for assisting Dean in gathering and maintaining electronic files for all Divisional faculty credentials to include, education, licensure/certifications, required professional development, other professional certifications. Notifies faculty of any upcoming expirations dates or requests for updates to the Credentialing Spreadsheet.
12. Ensures faculty files are current and include documents required by College and accrediting and approval agencies.
13. Coordinates and processes part-time and adjunct employee contracts, time sheets, travel requests forms, leave requests, faculty office hours, data for assessment reports, budget reports, course First Day Handouts/Syllabus, graduation applications, affiliation agreements, and other forms and reports as requested.
14. Creates, coordinates and maintains current and prospective student files to include all components of the student file as stipulated for the various departments based on requirements of the College, department, regulatory agencies or any existing grants.
15. Reviews divisional and departmental documents including program admission applications, required student and program forms, and reports for accuracy, completeness, and compliance with laws and regulations, makes necessary corrections, and utilizes a systematic filing system.
16. Coordinates annual and ongoing clinical affiliation agreements for Division and corresponds with agencies as requested to include updating clinical contact information, updating and processing the annual affiliation agreements, obtaining signatures, mailing agreements and ensuring the process is complete upon receipt of executed contacts.
17. Assists Dean and Program Directors with program reviews and annual reports to include gathering information, data, and requested documents necessary for preparing self-studies and annual reports.

18. Assists in planning and coordination of the Annual Advisory Committee Meetings for the Division of Allied Health to include: Nursing & Allied Health, Dental Assisting and Emergency Medical Services programs.
19. Assists in developing or revising division and departmental policies, procedures, and directives based on research findings and compiles financial information used to formulate budget proposals and monitor expenditures.
20. Assists Allied Health program directors with annual reviews, updates and production of Student Handbooks, Program Faculty Handbooks and other student handouts and guidelines.
21. Maintains financial ledger and budget activities for the Division and any current Allied Health Grants as requested.
22. Coordinates student evaluations of faculty by preparing evaluation packets, preparing spreadsheets for faculty evaluation process and assisting as needed.
23. Maintains master calendar and organizational system to tract all Allied Health Division and departmental functions, activities, deadlines, contract renewals, and appointments.
24. Attends division faculty meetings and all division annual Advisory Committee Meetings, transcribes meeting minutes, assists with meeting preparation, mails correspondence and coordinates scheduled meetings.
25. Serves on College committees and/or ad hoc committees as assigned.
26. Communicates professionally and effectively with students, ANC faculty and staff, and all external customers/stakeholders.
27. Performs other duties as assigned.

**Salary:** Salary commensurate with education and experience within the approved salary scale. A generous fringe benefits package is included.

**Application Deadline:** Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

**Application Procedure:** To be considered for this position, interested candidates should submit all of the following; cover letter, resume, completed application (available at [www.anc.edu/jobs](http://www.anc.edu/jobs) ) and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109 or email [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu)**. For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of Announcement:** **April 24, 2024**

*ANC is an affirmative action, equal opportunity employer.*