

**NORTHWELL HEALTH
HUNTINGTON
JOB DESCRIPTION**

JOB TITLE : ADMINISTRATIVE SUPPORT ASSOCIATE

DEPARTMENT : NURSING EDUCATION
POSITION# 10100893 REQUISITION #TBD

REPORTS TO : DONNA TANZI, MPS, RN, NE-BC

POSITION SUMMARY	Performs diversified administrative support, coordinative and/or secretarial duties related to the functional and/or operational needs of department and Department Head.
RESPONSIBILITIES	<ul style="list-style-type: none"> * 1. Composes confidential correspondence, reports, memoranda, and related documents. * 2. Schedules appointments and meetings. Makes necessary arrangements for meetings. Takes meeting minutes, as required. * 3. Performs various receptionist and registration duties. * 4. Compiles and analyzes basic information and prepares statistical data for reporting purposes. * 5. Prepares presentation materials. Creates charts, graphs, tables, graphics, etc. * 6. Maintains department supply and equipment inventory. * 7. Performs research for special projects, as assigned. * 8. Performs related duties, as required. <p>*ADA Essential Functions</p>
REQUIRED EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> • High School Diploma or equivalent, required. • Minimum of three (3) years secretarial experience, required. • Typing 50 wpm and/or data entry skills, required. • Working knowledge of Microsoft applications (Word, Excel, PowerPoint), required. • Ability to exercise independent judgment and employ basic reasoning skills. • Ability to communicate effectively.

Department Head Signature

Date

Human Resources Signature

Date