

CNME ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Qualifications

Good writing skills, organizational skills and interpersonal skills; experienced with and ability in using computers and managing databases (including Microsoft Word and Excel), and ability to learn and work effectively with custom databases.

Good problem-solving ability, and ability to proactively initiate, carry out and bring to completion in a timely manner projects and tasks based on experience handling CNME work and knowledge of CNME's policies and procedures.

Work Hours and Location

The administrative assistant generally works 40 hours per month (10 hours per week), either at his/her own office and/or at the CNME office, as determined by the executive director (ED) in consultation with the administrative assistant. With the ED's prior approval, the administrative assistant may work additional hours on a temporary basis to address an unusually heavy workload.

Work Equipment and Supplies

For work performed at his/her own office, the administrative assistant provides the necessary office equipment unless another arrangement is approved by the executive director. For work performed at the CNME office, CNME provides equipment as needed. CNME provides and/or reimburses the administrative assistant for supplies used in CNME work-related tasks.

Job Responsibilities

The CNME Administrative Assistant reports to the Executive Director, and assists the ED in carrying out the work of the Council. The Administrative Assistant's specific duties include:

1. Handle correspondence and emails, and provide materials, as directed by the ED.
2. Make hotel and other arrangements for Board meetings and site visits.
3. Gather, copy, assemble and distribute materials for Board meetings.
4. Assist the ED in scheduling Board, committee and other meetings.
5. Gather, copy, assemble and distribute materials to site visitors.
6. Provide materials via Dropbox and other electronic means, as needed.
7. Update files and records, including electronic records such as the institutional member records, in a timely manner; periodically review records to ensure they are current and complete.
8. Send out (via mail and/or email) mass mailings, such as public notices and information reports.
9. Help verify that the ND program annual reports are complete and made available to Board members for review.

10. Maintain records of outstanding recommendations and areas of interest pertaining to accredited ND programs.
11. Update CNME publications and website as directed by the ED; contact the webmaster as needed.
12. Assist the ED in gathering materials for submission to the US Dept. of Education.
13. Update, expand and manage the CNME residency database and other databases.
14. Respond to phone inquiries, as delegated by the ED.
15. Respond to information requests of Board members and the public.
16. Regularly backup computer files and ensure their security and completeness.
17. Seek information and conduct research as directed by the ED.
18. Update the CNME board directory and evaluator list, as needed.
19. Arrange for printing of reports, publications, etc., as needed.
20. Purchase office supplies and equipment, and arrange for repair of any CNME equipment.
21. Format reports drafted by ED, evaluation teams and others as directed by the ED.
22. Assemble materials needed by the auditing firm, as directed by the ED.
23. Print out and mail certificates of completion for residents; handle inquiries and requests from residents and NDs who have completed residencies; contact residency directors to verify information when questions arise; verify that certificate fees have been paid.
24. Provide monthly written reports to ED summarizing work performed.
25. Provide regular accounting of CNME-related expenditures to the ED and CNME bookkeeper.
26. On behalf of ED, maintain record of deadlines or dates by which key tasks should be initiated or completed.
27. File documents as needed; remove outdated files; ensure that files are maintained in accordance with CNME's policy on document maintenance.
28. Other duties as assigned by the ED.

Revised: March 2021