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Nursing Administrative Support Specialist

Employer

Butler Community College
Winfield, KS

Job Description

Position Type: Full-Time

Job Location: Winfield, KS

Employer: hr@butlercc.edu

Apply at: <https://employment.butlercc.edu/postings/9021>

Job Summary: The Butler of Winfield Nursing Administrative Support Specialist will be responsible for providing: 1) administrative and technological support for the Butler of Winfield Nursing Program and 2) virtual administrative support for the Department of Allied Health. This position will report to the Dean and/or the Associate Dean of Health, Education and Public Services, and will provide administrative and technological support to faculty and students of the Butler of Winfield Nursing Program. This position will also assist the Nursing IS-System Specialist with routine installation, setup, maintenance, troubleshooting, and upgrades to computer software and all multimedia equipment within the classrooms, labs, and simulation settings at all of the Butler of Winfield sites. The Administrative Support Specialist will also provide administrative assistance to faculty of the Department of Allied Health and work collaboratively with HEP administrative assistants to support the needs of the division. A capacity for independent judgment, clear communication, and a thorough knowledge of general college and regulatory operations is necessary. Butler Community College offers a very generous benefits package. The benefits applicable to this position include: - Generous employer contribution toward health/dental insurance - Employer paid life insurance - Employer paid LTD insurance - KPERs retirement - Generous paid time off (vacation, sick, personal, professional and holidays – including time off during spring break and winter break) - Butler tuition exemption (self and immediate family) - Supplemental insurance coverages (employee paid)