



Job Description

Job title:	Accreditation Administrative Assistant
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Date created/last updated (yyyy/mm/dd):	2020-10-15
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Reports to: (Supervisor name and title)	Joni Boyd, Managing Director, Accreditation and Evaluation
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Employee holding position: (Name or N/A if not filled)	N/A
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Job overview:

Will provide administrative support for CASN’s accreditation and evaluation teams. Accreditation includes programs for nurse practitioner, baccalaureate and practical nurse entry to practice and for bridging programs for internationally educated nurses and the evaluation. Evaluation includes administration of examinations for CASN’s certification programs for nurse educators.

Responsibilities and Duties

Responsibility/Duty	% of time spent (on average)
Accreditation duties:	
Support the accreditation and evaluation team by maintaining a filing system, templates, forms, task sheets and e-mails required for the accreditation programs and by working with the team to keep these and the documents they contain up to date (i.e. school schedules, reviewer database, list of accredited programs and financial information).	25%
Schedule and organize committee meetings and take detailed minutes in English or French (i.e. pre-review teleconferences, Advisory Committee on Accreditation Policy, CASN Accreditation Bureau, and the advisory committees).	20%
Assist in preparing schools for accreditation reviews by developing and updating contact lists, scheduling pre-review teleconferences/Zoom meetings.	20%
Support the CASN Accreditation Bureau and accreditation/evaluation staff by creating, editing and formatting of reports of various types.	10%

Responsibility/Duty	% of time spent (on average)
Assist in automating the accreditation program.	10%
Liaise with senior accreditation/evaluation staff to respond to regular inquiries about accreditation and evaluation.	5%
<p>Other Duties:</p> <ul style="list-style-type: none"> • Provide administrative and event support for major CASN activities, such as Council, Conference, special projects • Carry out other tasks as assigned, including taking direction from other staff as needed. 	10%

Qualifications

Required qualifications

Minimum college diploma in office administration or relevant experience required.
Must be bilingual (English and French).
Excellent, clear and grammatically correct writing and oral communication skills in English and French required.
Attention to detail and accuracy, and excellent proof-reading/editing skills required.
Must have excellent organizational skills, ability to prioritize multiple responsibilities and meet deadlines.
Ability to use good judgement and problem-solving skills required.
Must have ability to work independently with minimum supervision (working remotely currently due to COVID-19)
Must take initiative, be a team player and have a positive attitude.
Must be willing to learn new skills/software/programs.
Must have proficiency with Microsoft Office Suite (Word – intermediate to advanced level expertise, Excel – basic level expertise, PowerPoint – basic level expertise), use of email and Internet.
Must have ability take accurate minutes for meetings.
Must be able to work a flexible schedule occasionally in order to accommodate meetings with schools in different time zones across Canada or internationally.
Must have a professional attitude, excellent interpersonal skills, be client-focused and responsive to customer requests (i.e. customer-service skills).

Preferred qualifications

Undergraduate degree in administration, arts, or related field preferred.
Experience with Microsoft Outlook for email and scheduling preferred
Experience using and/or setting up zoom meetings an asset
Ability to speak and read Spanish an asset

Employee signature		Date yyyy/mm/dd	
Supervisor Signature (if applicable)		Date yyyy/mm/dd	
Executive Director signature		Date yyyy/mm/dd	