Downloaded from <https://www.velvetjobs.com/job-descriptions/nursing-administration>

# Example of Nursing Administration Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of nursing administration. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for nursing administration

* Collaborates with Nursing Leadership and Nursing Supervisors to float staff to provide safe and efficient patient care
* Staffs Units based on Staffing Grids and patient acuity
* Evaluates staffing needs in advance and works to fill vacancies
* Produces attendance reports for nurse leaders as requested
* Floats staff hours between departments to accurately reflect the hours worked
* Completes payroll tasks in a timely and accurate manner
* Maintains a collegial working relationship with Nursing Leaders and staff
* Demonstrates the ability to work independently, complete assignments and make recommendations for improvement in work processes
* Ability to read and speak English proficiently
* Proficient computer skills, including Office

## Qualifications for nursing administration

* Minimum of high school diploma or GED education required
* Previous administrative assistant/medical office experience desirable
* Works independently without constant supervision
* Associates in Science in Nursing, Master’s Degree in Nursing preferred
* ACLS to be obtained within 90 days of hire
* EKG course preferred