



# Example of Mercy College Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a mercy college. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for mercy college

- Maintains admissions database, admissions correspondence, and tracks changes in student status throughout the admission process
  - Ensuring excellent customer service to internal and external customers by managing the day-to-day activities of the Student Affairs department
  - Developing, coordinating, maintaining and updating departmental policies and procedures (SOPs)
  - Certifying eligibility for veterans according to the Veterans Administration's guidelines
  - Providing general office support including, typing correspondence, copying, filing, making travel arrangements, ordering supplies and scheduling meetings
  - Assisting with administrative duties for MCTC including accounts payable and accounts receivable activities, processing certification cards and continuing education credits, and updating online system with MCTC courses
  - Assisting with maintenance course, instructor and student records
  - Collaborating in the development and implementation of a comprehensive marketing communications and public relations plan, strategies and campaigns to enhance the College's value proposition, image and branding
  - Develops graphic design assets for external distribution
  - Collaborating with hiring managers regarding the interview process for candidates
-

- Master's degree in Microbiology or Master's degree with 18 graduate credit hours in Microbiology or related field
- Strong customer service commitment and a continuous quality focus. Experience in a higher education environment preferred
- DNP or PhD in Nursing or a doctorate degree and a Master's of Science in Nursing
- Minimum two years teaching experience or demonstrated experience precepting graduate nursing students
- ANCC Nursing Executive certification preferred
- ANCC Family Nurse Practitioner certification