



Tanner Health System School of Nursing

Administrative Support - Intermediate (School of Nursing Staff Position)



Welcome to one of the most dynamic universities in the nation.

Since 1906, the University of West Georgia has been home to those who are eager to embrace opportunities and define their own paths. With nearly 100 programs and locations in Carrollton, Douglasville and Newnan, we've come a long way since then. Today, we're a regional powerhouse with diverse culture and a commitment to excellence, making a difference in the lives of our students, our neighbors and the world.

The one thing that's never changed: amazing things happen when you Go West.

For more information about UWG, visit <https://www.westga.edu/about-uwg/index.php>

Becoming UWG

Becoming is about what we grow to be. UWG is positioning for Success in the 21st Century, introducing Strategic Priorities to help shape a comprehensive blueprint for our university. Relevance, Competitiveness and Placemaking serve as the pillars for the future of the institution. Learn more at <https://www.westga.edu/becominguwg/index.php>.

UWG Commitment Statement

Dedicating ourselves to the curation of a first-choice university.

Department Information

The University of West Georgia Tanner Health System School of Nursing strives for "educational excellence in a caring environment" with over 500 students in graduate and undergraduate programs. Designated as a Center of Excellence by the National League for Nursing, SON instructional facilities are state of the art including spectacular lab and simulation spaces in Carrollton and Newnan. Undergraduate programs include a pre-licensure BSN program and a 100% online RN to BSN program. Graduate programs, recognized for 8 consecutive years by US News and World Report, are also online including an MSN program (Nurse Educator Track or Health Systems Leadership Track with an option for the AACN Clinical Nurse Leader Role), as well as an innovative EdD in Nursing Education program.

Job Summary

The School of Nursing is seeking a dynamic people person and efficient Administrative Support - Intermediate for the Carrollton campus first floor Reception area. Positive and energetic office presence to greet students and visitors, ascertain nature of business and direct them in person and by phone to the appropriate department on campus or to faculty and staff of the School of Nursing. Assist faculty and staff with projects that require an extensive degree of training, planning, and coordination such as UWG purchasing requests, reporting, reconciliations and document retention, student clinical document processing, and communications, providing information for surveys, demographic reports, recruitment materials, and planning and execution of special events. Performs moderately complex administrative duties and maintains moderately complex electronic databases. Works with student assistants and leads by example for them on professional procedures for front desk and other duties.

TO APPLY: Please click the following link:

[Administrative Support - Intermediate](#)