



Ranger College Employment Opportunity

Human Resources Office

1100 College Circle

Ranger TX 76470

Phone: 254.647.3234 ext. 7037

Fax: 254.647.1656

Email: hr@rangercollege.edu

POSITION TITLE: Nursing Office Assistant

START DATE: Open till Filled.

The College reserves the right to close the recruitment process once a sufficient applicant pool has been identified.

CAMPUS/DEPARTMENT: Nursing Department-Brown County Campus

GENERAL STATEMENT OF DUTIES: The applicant will assist in managing the nursing department brown county Campus. By maintaining office records, assist student with credentialing for the Texas state board of nursing, and other business activities. This position reports to the Director of Nursing, Ranger College Brown County Campus and Ranger College Brown County Vice President.

REQUIREMENTS:

- Administrative and assistant experience
- Knowledge of office management systems
- Excellent written and verbal communications skills
- Strong organizational and planning skills
- Experience in Texas Higher Education
- Proficient in Microsoft Office especially Excel.
- 3 years' experience in field or related area
- High school diploma or equivalent; college preferred but not required.

SKILLS AND ABILITIES:

- Ability to maintain accurate office records
- Needs working knowledge of office equipment
- Interdepartmental networking
- Ability to deal with a variety of personalities while maintaining a good working relationship with employees, agencies, and customers
- Highly detailed oriented, work accurately with numbers, meet deadlines
- Excellent communication skills

ANNUAL SALARY/BENEFITS: Highly competitive and commensurate with experience and credentials. Group health and life insurance (60 day waiting period for health) and retirement benefits (TRS or ORP). Optional benefits include dental, vision, disability, and additional life insurance.

HOW TO APPLY: 1. Fill out the [Online Application](#) 2. Please submit resume, cover letter, credentials and copies of unofficial transcripts to Human Resources at: hr@rangercollege.edu. Hardcopies may be mailed to:

Ranger College

Attn: Human Resource

1100 College Circle

Ranger, TX 76470

Review of applicants will begin immediately and will continue until the position has been filled. Official transcripts are required upon employment. Offers of employment are contingent upon successful completion of a criminal background check as well as sufficient course enrollment and budget allocations. **College Home Page:** www.rangercollege.edu

Ranger College does not discriminate based on race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Ranger College Human Resources Director
254.647.3234 ext. 7037 hr@rangercollege.edu