

Job Description and Duties
KACE Administrative Specialist

Reports to: Executive Director

Required knowledge, skills, or abilities:

Knowledge of the Microsoft Office Suite and In Design or other design software. Ability to read, understand, and speak at a level that facilitates the completion of required duties. Knowledge of computer hardware and audio visual equipment. Ability to lift up to 25 pounds occasionally. Ability to operate standard office equipment: fax machine, copy machine. License to drive.

Essential Functions:

-Assist with member database.

 Call members who are late on paying their membership dues.

 Send invoices.

 Update database entries as necessary.

-Provide administrative support for continuing education courses.

 Manage continuing education documentation.

 Review sign-in sheets from continuing education courses.

 Obtain CEU certificates for nurses from Hutchinson Community College

 Prepare continuing education certificates.

 Copy, file and mail CEU documentation to administrators and operators.

 Prepare annual continuing education report to KDADS in January of each year.

 Assist with continuing education logistics.

 Assist with creating course advertising materials

 Copy forms and handouts for continuing education courses.

 Manage technology at continuing education courses (set up computer and projectors if necessary, register webinar participants, load presentations during courses, etc.)

 Assist in collecting outstanding payments for continuing education courses and sponsorships.

-Coordinate inventory of AIT text books.

 Photo-copy pages for AIT binders.

 Assist with ordering books as requested.

 Pack and mail AIT books.

-Answer phones.

-Send correspondences from the KACE office to members.

-Write and send correspondences each month to members and board members as indicated.

-Other duties as requested by Executive Director, Office Manager or Board of Directors.

This is a half-time position (20 hours per week) but requires flexibility to work full days during the annual KACE Convention and Tanner-Foster Conference.