



OPERATIONS ADMINISTRATIVE ASSISTANT

Position: Operations Administrative Assistant
Reports to: Chief of Operations
Status: Salary/Exempt
Terms: Full-time
Location: Atlanta, GA

POSITION SUMMARY

The Operations Administrative Assistant is appointed by and reports directly to the Chief of Operations of the ACEN. The position requires a highly organized, detail-oriented individual, experienced in handling a broad range of administrative duties and tasks to support the Chief of Operations. The right individual is a self-motivated and energetic professional, a quick learner with a willingness to learn and “a no task is too small or too big – can do” supportive attitude who possesses excellent communication, critical thinking, and interpersonal skills, and enjoys the challenges of wearing multiple hats.

RESPONSIBILITIES

Responsibilities includes a variety of administrative duties and supportive responsibilities across a wide range of areas in operations.

Administrative Duties

- Coordinate with the Chief of Operations to schedule team meetings
- Prepare team meeting agendas and take minutes
- Maintain logs and spreadsheets reporting on progress of action items from team meetings
- Organize and file vendor proposals and contracts
- Maintain a spreadsheet of vendor invoices/payments and subscription/service renewals
- Maintain a detailed calendar of ACEN events including logistic information, contractual commitments, milestones, and deadlines
- Assist in preparing, packing, and shipping of materials for meetings, workshops, and forums
- Support and assist, as needed onsite, at meetings, workshops, and forums
- Provide administrative support in other areas of operations as needed
- Support Administrative Office Assistant as needed
- Assist with updating data in various systems as needed
- Other duties as required

Event Management System Responsibilities

- Manage registration processes in event management system
- Configure registration paths for ACEN events and eCourses offered through learning management system
- Manage registrant profiles for accuracy and consistency of information
- Develop and manage automated emails related to registration, such as confirmations, reminders,

- and logistics
- Assist with preparing attendee badges for printing
- Assist with creating post-event surveys and evaluations
- Assist with configuring event management system for awarding continuing education certificates
- Provide user support by responding to calls and emails requesting assistance with event management system

Learning Management System Responsibilities

- Manage user accounts in learning management system
- Maintain a log of all courses and CE expirations in learning management system
- Create users accounts in learning management system for those registered through the event management system, assign into groups, and enroll into courses
- Create and manage automated learning management system communications including course assignments and reminders
- Manage and maintain users lists and groups in learning management system ensuring lists are accurate, correct, and void of redundancies and enrollment errors
- Organize content into appropriate directories in learning management system
- Manage and maintain user libraries and course catalogs in learning management system ensuring courses listed are current and still relevant
- Assist with configuring learning management system courses for awarding continuing education certificates upon completion
- Provide user support by responding to calls and emails requesting assistance with learning management system

QUALIFICATIONS

The following are required critical elements to be considered for the position.

- Associate degree required; Baccalaureate degree preferred
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Experience in Cvent or other event management system
- Experience working with iSpring or other learning management system
- Excellent organizational, administrative, and time-management skills
- Ability to perform in team-oriented environments as well as work independently with minimal supervision
- Strong interpersonal, written, and verbal communication skills
- Capable of adjusting to changing priorities and deadlines
- Professionalism, loyalty, dependability, punctuality, and ability to maintain confidentiality

COMPANY OVERVIEW

The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public by the functions of specialized accreditation for all levels of nursing education and transition-to-practice programs located in the United States, U.S. Territories, and internationally.

The ACEN is situated within walking distance of both Phipps Plaza and Lenox Square mall. With a free parking pass or MARTA pass provided to every employee, shopping and enjoying the heart of Buckhead is a bonus on top of all the great benefits listed below. The office building is elegant and secure, with magnificent views of the city.

BENEFITS

- Paid Time Off which includes Annual PTO, which is accrued based on tenure, a Carryover Bank which may carry over unused Annual PTO, and Personal Bank PTO which can be taken without designating the time as sick leave, vacation, or a personal day.
- All employees are entitled to nine (9) paid legal holidays per calendar year.
- Health, Vision, Dental, Accidental Death and Dismemberment, and Life Insurance as well as Short-and Long-term Disability Insurance and Worker's Compensation.
- Bonus Pay, which is determined based on ACEN's annual operational revenues/expenditures.
- Employee Assistance Program offered.
- Free parking pass or MARTA pass
- Employer matching retirement 401K Plan

COVID-19 VACCINATION REQUIREMENT

The ACEN requires evidence of being fully vaccinated with an FDA approved COVID-19 vaccine and booster prior to beginning employment.

ACEN is an equal opportunity employer.