



National League for Nursing Accrediting Commission, Inc.

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DATA AND RECORDS ASSISTANT

Position:	Data and Records Assistant		
Reports to:	Director of Business Operations and Information Systems		
Opening Date:	January 11, 2010	Status:	Non-Exempt
Opening Serial# :	2009-03-004A	Terms:	Temp to Perm/Full-time
Closing Date:	January 31, 2010	Location:	Atlanta, GA 30326

POSITION SUMMARY

The Data and Records Assistant requires a self-motivated and independent individual. The individual is responsible for maintaining the currency of records and ensuring the integrity, validity, and accuracy of the organizations data.

RESPONSIBILITIES

- Perform daily record updates, data entry, scanning, and filing
- Manage the integrity of data and take corrective measures to address any inconsistencies
- Maintain office files, both physical and electronic
- Ensure the records system reliability for both physical and associated electronic files
- Provide technical support to end users
- Other duties and responsibilities as assigned

QUALIFICATIONS

All of the following are required and considered critical elements to be considered for the position (as noted):

- Baccalaureate degree preferred; Associate degree required
- 3+ years of related experience
- Proficient in Microsoft Office Suite 2003/2007 (Word, Access, Excel, PowerPoint)
- Working knowledge of other web related technologies
- Capable of adjusting to changing priorities and deadlines
- Strong interpersonal, written and verbal communication skills
- Able to work independently and deliver solutions

COMPANY OVERVIEW

The National League for Nursing Accrediting Commission (NLNAC) supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. Please check the NLNAC website at www.nlnac.org.

NLNAC is an equal opportunity employer.