



BISHOP BENZIGER COLLEGE OF NURSING

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UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

TITLE: PRINCIPAL, COLLEGE OF NURSING

Educational qualification and experience

1. General As prescribed for staff nurse.
2. Professional MSc, Nursing or equivalent degree or PhD, in nursing or other equivalent doctoral degree through convocation.
3. Registration: Registered with State Nursing Council.
4. Experience: 15 years' experience with M.Sc.(N) out of which 12 years should be teaching experience with minimum of 5 years' experience in collegiate programme. Ph.D.(N) is desirable.

Standard Norms

As per Indian Nursing Council

Job Summary

Principal, College of Nursing is the administrative head of the college of nursing, will be directly responsible to the Director of Medical Education/Director of Health and Family Welfare Services and responsible for implementation and revision of curriculum for various courses, and research activities of the college of nursing.

Duties and Responsibilities of Nursing

Administration

- Planning
- Develops philosophy and objectives for educational program.
- Identifies the present needs related to educational program.
- Investigates, evaluates and secures resources.
- Formulates the plan of action.
- Selects and organises learning experience.

Organising

- Determines the number of position and scope and responsibility of each faculty and staff.
- Analyses the job to be done in terms of needs of education program.
- Prepares the job description, indicate line of authority, responsibility in the relationship and channels of communication by means of organisational chart and other methods.



BISHOP BENZIGER COLLEGE OF NURSING

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- Considers preparation, ability and interest personally. In equating responsibility.
- Delegates authority commensurate with responsibility.
- Maintains a plan of workload among staff members.
- Provides an organisational framework for effective staff functioning such as meeting of the staff, etc.

Directing

- Recommends appointment and promotion based on qualification and experience of the individual staff, scope of job and total staff composition.
- Subscribes and encourages developmental aspects with reference to welfare of staff and students.
- Directs activities of staff working under.
- Provides adequate orientation of staff members.
- Guides and encourages staff members in their job activities.
- Consistently makes administrative decision based on established policies.
- Facilitates participation in community, professional and institutional activities by providing time, opportunity for support for such participation.
- Creates involvement in designing educationally sound program.
- Maintenance of attitude rightly acceptable to staff and learners.
- Provides for utilisation in the development of total program and encourages their contribution.
- Provides freedom for staff to develop active training course within the framework of curriculum.
- Promotes staff participation in research.
- Procures and maintains physical facilities which are of a standard.

Coordinating

- Coordinates activities relating to the programs such as regular meetings, time schedule, maintaining effective communication, etc
- Initiates ways of cooperation.
- Interprets nursing education to other related disciplines and to the public.

Controlling

- Provides for continuous follow-up and revision of education program.
- Maintains recognition of the educational program by accrediting bodies. University, etc, KNC, INC, etc
- Maintains a comprehensive system of records.
- Prepares periodic report which revives the progress and problems of the entire program and presents plans for its continuous development.
- Prepares, secures approval and administrates the budget.





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UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility


Instruction (Teaching)

- Plans for participating in educational programs for further development.
- Recognises the needs for continuing education for self and staff and provides stimulation of opportunities for such development.
- Participates as a teacher in the educational program.

Guiding

- Provides for systematic guidance program for staff members and students.
- 2. Encourages studies, research and writing for publication.
- Provides and maintains a program for recruitment, selection and promotion of students.




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JOB DESCRIPTION OF VICE PRINCIPAL

Educational Qualification and experience

1. General: As prescribed for staff nurse
2. Professional: M. Sc Nursing/M. N or equivalent degree in nursing recognized by INC.

or

Ph.D., in nursing with any specialty or other equivalent doctoral degree in nursing.

3. Registration: Registered with Kerala State Nursing Council.
4. Experience: Should have teaching experience in the college of nursing not less than 12 years.

Standard Norms

As per Indian Nursing Council

Job Summary: -

- ✦ The Vice Principal assists principal in directing the staff (Teaching & Non-teaching) of the college in conducting teaching programmes.
- ✦ She/he assists Principal in assessing, planning, implementing & evaluating educational programmes.

Duties & Responsibilities

- Assists Principal in planning, implementation, monitoring & evaluation of the educational programmes of the college.

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Page 1





BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



- Participates in the conduct of continuing education programme & programme for visitors.
- Assists Principal in identifying needs for professional development of faculty & facilitates staff development programme.
- Identify the present needs related to educational programme.
- Select & organizes learning experiences.
- Assists in the conduct of admission procedures & final university examinations.
- Act as a member of various committees in the absence of Principal chair the assigned committee meetings.
- Supervises clinical experience of all educational programmes in coordination with coordinators.
- Review student progress reports & activities & offers academic guidance.
- Guides & monitors students cumulative record for all educational programmes, maintained by respective programme coordinators.
- Guides faculty in day-to-day academic activities of all educational programmes.
- Participates in conduct of orientation programme for new faculty members.
- Write staff performance report & reviews evaluation report of assigned staff.
- Assists Principal in administration & supervision of college activity.
- Monitors all leave privileges of teaching & non-teaching staff in coordination with Principal.





BISHOP BENZIGER COLLEGE OF NURSING


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UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

- Assists Principal in reviewing recruitment & promotion policies of teaching & non-teaching staff.
- Assists Principal in maintaining discipline & law & order in the college.
- Supervises overall functioning of college of nursing.
- Inform students of changes in college policies, procedures & standards if any.
- Share responsibility with Principal in identifying conflicts among staff members & initiates solution, consult & inform when necessary.
- Facilitates guidance & counselling services to staff & students as per need.
- Inform parents about student status & reviews reports of student performance.
- Promotes continuous growth & development towards maturity.
- To act as mentor to colleagues.
- Perform other duties as assigned by the Principal.




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BISHOP BENZIGER COLLEGE OF NURSING

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Title: Professor, College of Nursing

Educational Qualification and experience

1. General: As prescribed for staff nurse
2. Professional: M. Sc Nursing/M. N or equivalent degree in nursing recognized by INC.

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r

Ph.D., in nursing with any specialty or other equivalent doctoral degree in nursing.

3. Registration: Registered with Kerala State Nursing Council/INC.
4. Experience: Should have teaching experience in the college of nursing not less than 10 years.

Standard Norms

As per Indian Nursing Council

Job Summary

The professor is overall in charge of the department and thereby responsible for the administration, teaching activity, and guidance of that particular department.

Administration

- Participating in determination of educational purposes and policies.
- Contributes to the development and implementation of the philosophy and purposes of the total educational programme.
- Utilizes opportunities through group action to initiate improvement of the educational programme.
- Interprets educational philosophy and policy to others.
- Directs the activities of staff working in the department.





BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

Instruction

- Identifying needs of learners.
- Identify the needs of the learners in terms of objectives of the programme by utilizing records of previous experience, personal interviews tests and observations.
- Assists learners in identifying their needs.
- Develops plans for learning experience.
- Participates in the formulation and implementation of the philosophy and objectives of the programme.
- Selects and organizes learning experience which are in accordance with these objectives.
- Participates in the continuous development and evaluation of the curriculum.
- Plans within the educational unit, with the nursing services and allied groups.
- Ascertains, selects and organizes facilities, equipment and materials necessary for learning.

Helping the learners to acquire desirable attitudes, knowledge and skill

- Seeks to create a climate conducive to learning.
- Assists learners in using problem solving techniques.
- Uses varied and appropriate teaching methods effectively.
- Uses incidental and planned opportunities for teaching.
- Encourages learners to assume increasing responsibility for own development.

Evaluating learners progress

- Recognizes individual differences in appraising the learners progress.
- Uses appropriate devices for evaluation.
- Measures and describes quality of performance objectively.
- Helps learners for self-evaluation.
- Participates in staff evaluation of learners' progress.





BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

Recording and Reporting

- Maintains and uses adequate and accurate records.
- Prepares and channels clear and concise reports.
- Shares information about learners needs and achievements with others concerned with instruction and guidance.
- Participates in the formulation and maintenance of comprehensive record system.

Investigating ways of improving teaching

- Measures effectiveness of instruction by use of appropriate devices.
- Increases knowledge and skill in own curriculum area.
- Analyses and evaluates resource material.
- Devices teaching methods appropriate to objectives and content.

Guidance

- Co-operating in guidance programme.
- Shares in planning, developing and using guidance programme.
- Gives guidance within own field of competence.
- Helps the learners with special problems to seek and use additional help as indicated.

Counselling

- Helps the learner to grow in self-understanding.
- Promotes continuous growth and development towards maturity.
- Assists in selection and promotion of learners.
- Participates in development of criteria for selection and promotion of learners.





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(Accredited by NAAC with B grade)


UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

Research

- Initiates and participates in studies for the improvement of educational programmes.
- Identifies problems in which research is indicated or potentially desirable.
- Continues to develop competence in problem solving process.
- Co-operates in and/or initiates group activities in development and evaluation of studies.
- Utilizes findings of research.
- Makes data available concerning learners and concerning methods of teaching and evaluation.




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BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



Job Description of Associate Professor

Educational Qualifications and Experience

1. Professional: M. Sc, Nursing/M. N or equivalent degree in Nursing recognized by INC.

or

Ph. D in Nursing with any speciality or other equivalent doctor's degree in nursing.

2. Registration: Registered with State Nursing Council/INC.

3. Experience: Should have teaching experience in the College of Nursing not less than 8 years.

JOB RESPONSIBILITIES

Academic

- ▶ Will have both undergraduate and post graduate teaching responsibilities as assigned by HOD/principal.
- ▶ Will guide research by the postgraduate and other colleagues such as readers and lecturers.
- ▶ Will cooperate and assists the HOD in carrying out departmental academic activities.
- ▶ Will participate in interdepartmental teaching activities.
- ▶ Will conduct research in the unit and will endeavor to publish scientific papers and encourage other academic staffs to also do so.
- ▶ Will try to obtain research grant from ICMR/CSIR etc.

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Page 1





BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



Related to Students

- ▶ Plans clinical experience for students in consultation with the professor and HOD of nursing cum principal college of nursing.
- ▶ Plans supervision of clinical experience in consultation with the professor and HOD of nursing cum principal college of nursing.
- ▶ Plans and implements clinical instructions with clinical instructors and ward incharges of the wards.
- ▶ Counsels and guides the students
- ▶ Contributes towards the total personality growth of the students.
- ▶ Participates in student's health program.
- ▶ Keeps the professor and HOD/principal college of nursing about the day to day progress of the students.

Related to Profession

- ▶ Shares responsibilities for keeping up the "quality patient care" in the area Where she supervises and teaches.
- ▶ Participates in professional and educational activities within and outside of the institution.
- ▶ Contributes towards the improvement of the image of nursing profession.
- ▶ Accepts membership of the professional organization.

Other Responsibilities

- ▶ Helps in maintenance of discipline in the college.
- ▶ Helps the college administration when needed.

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Page 2






BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

- ▶ Assists the principal in the final assessment of the students.
- ▶ Helps in maintenance of esprit de corps among the members of own profession and others in the institution.
- ▶ Any other duties and responsibilities assigned by professor and HOD/principal college of nursing.


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KOLLAM - 1, KERALA



Recognized by INC, KNMC and Affiliated to Kerala University of Health Sciences.

Page 3



BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



ASSISTANT PROFESSOR, COLLEGE OF NURSING

Title: Assistant Professor, College of Nursing

Educational Qualifications and Experience

1. Professional: M. Sc. Nursing/M. N or equivalent degree in Nursing recognized by INC.

or

Ph. D, in Nursing with any speciality or other equivalent doctor's degree in nursing.

2. Registration: Registered with State Nursing Council/INC.

3. Experience: Should have teaching experience in the College of Nursing not less than 5 years.

Standard Norms

As per Indian Nursing Council.

Job Summary

The Assistant Professor usually works under and professor/HOD of the particular department of speciality and assists him/her in administration, teaching, and guidance and counselling and research activities.

Administration

1. Participates in determination of educational purposes and policies.
2. Contributions to the development and implementation of the philosophy and purposes of the total education program.
3. Utilises opportunities through group action to initiate improvement of the educational program.

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Page 1





BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

4. Interprets educational philosophy and policy to others.
5. Directs the activities of staff working in the department.

Instruction

1. Identifying needs of learners.
2. Identifies the needs of the learners in terms of the objects of the program by utilising records of previous experience, personal interviews, tests and observations.
3. Assists learners in identifying their needs.
4. Develops plan for learning experience.
5. Participates in the formulation and implementation of the philosophy and objects of the program.
6. Selects and organizes learning experience which are in accordance with these objectives.
7. Participates in the continuing development and evaluation of the curriculum.
8. Plans within the educational unit, with the nursing services and allied groups.
9. Ascertains, selects and organizations facilities, equipment and materials necessary for learning.

Helping the Learners to Acquire Desired Attitudes, Knowledge and Skill.

1. Seeks to create a climate conducive to learning.
2. Assists learners in using problem-solving techniques.
3. Uses varied appropriate and innovative teaching methods effectively.
4. Uses incidental and planned opportunities for teaching.

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Page 2





BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

5. Encourages learners to assume increasing responsibility for their own development.

Evaluating Learner's Progress

1. Recognises individual differences in appraising the learners progress.
2. Uses appropriate devices for evaluation.
3. Measures and describes quality of performance objectively.
4. Helps learners for self-evaluation.
5. Participates in staff evaluation of learners progress.

Recording and Reporting

1. Maintains and uses adequate and accurate records.
2. Prepares and channels clear and concise reports.
3. Shares information about learner's needs and achievements with others concerned with instruction and guidance.
4. Participates in the formulation and maintenance of a comprehensive record system.

Investigating Ways of Improving Teaching

1. Measures effectiveness of instruction by use of appropriate devices.
2. Increases knowledge and skill in your own curriculum area.
3. Analyses and evaluates resource material.
4. Devices teaching methods appropriate to objectives and content.



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Page 3



BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

Guidance

1. Co-operating in guidance program.
2. Shares in planning, developing and using guidance program.
3. Gives guidance within own field of competence.
4. Helps the learner with special problems to seek and use additional help as indicated.

Counselling

1. Helps the learner to grow in self-understanding.
2. Promotes continuous growth and development towards maturity.

Assisting in Selection and Promotion of Learners

Participates in development of criteria for selection and promotion of learners.

Research

1. Initiates and participates in studies for the improvement of educational programs.
2. Identifies problems in which research is indicated or potentially desired.
3. Continues to develop competence in problem-solving process.
4. Co-operates in and/or initiates group activity in development and evaluation of studies.
5. Utilises findings of research.
6. Makes data available concerning learners and concerning methods of teaching and evaluation.

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Page 4



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BISHOP BENZIGER COLLEGE OF NURSING

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UNITED NATIONS
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impact

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Responsibility

TITLE: LECTURER /TUTOR WITH PG COLLEGE OF NURSING

Educational qualifications and experience

1. General: As prescribed for staff nurse.
2. Professional: MSc, Nursing/MN or equivalent degree recognised by the Indian Nursing Council.
3. Registration: Registered with State Nursing Council.
4. Experience: - M.Sc.(N) with 3 years teaching experience.

Standard Norms

As per Indian Nursing Council

Job Summary

He/she works under the direction of the departmental head and assists him in administration, instruction and guidance activities.

Instruction

- Identifies the needs of the learners in terms of the program by utilizing the records of previous experience, personal interviews, tests and observation.
- Assists the learners in identifying their needs.
- Participates in formulation and implementation of the philosophies and objectives of the post.
- Selects and organize learning experience which are in accordance with these objectives.
- Participates in evaluation of the curriculum.
- Plans with the educational unit with nursing service and allied groups.
- Ascertains selects and organize facilities equipment and materials necessary for learning.
- Assists the learners in using problem-solving process.
- Measures and describes quality of performance objectively.
- Maintains and uses adequate and accurate records.
- Prepares clear and concise reports.
- Shares information about learners needs and achievements with others concerned.
- Measure effectiveness of instruction by use of appropriate devices.
- Increases knowledge and skill in own curriculum area.
- Devices teaching methods appropriate to objectives and content.



BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

Guidance and Counseling

- Gives guidance with own field of competence
- Helps the learner to grow in self-understanding.

Research

- Assist in initiating and participating in studies for the improvement of educational program.
- Identifies problems in which research is indicated or potentially desirable.
- Make data available concerning learners and concerning methods of teaching and evaluation.
- Continues to develop competence in problem-solving process.
- Cooperate in and/or initiates group activity in development and evaluation of studies.
- Utilize the findings of research.



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KOLLAM - 1, KERALA



BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



TITLE: CLINICAL INSTRUCTORS

Educational Qualifications and Experience

1. **General:** Pre-university course/10+2 or equivalent exam.
2. **Professional:** B. Sc Nursing (Post-graduate) or M. Sc Nursing.
3. **Registration:** Registered with State Nursing Council.

Standard Norms

According to Indian Nursing Council.

Job Summary

She/he is the instructor in the College of Nursing, responsible to the Vice principal/Principal of the College of Nursing and responsible for planning and implementation of teaching programme and assists in administration.

Academic Function

- ❖ Responsible for planning and implementation of teaching programme.
- ❖ Teaching subjects in the curriculum.
- ❖ Overall supervision of clinical teaching programme of subjects in hospital/community health setting.
- ❖ Maintains classroom equipment, supplies and teaching aids.
- ❖ Conduct test for (theory and practical) and evaluation of student's assignment and performance.
- ❖ Preparing teaching materials and implementing it under the guidance of other teachers.
- ❖ Helping the students with extra-curricular activities.

Administration and Evaluation

- ❖ Assisting in the administration of the College of Nursing.
- ❖ Supervision of student health, welfare and security.
- ❖ Assisting the selections of students and administration.



BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)



- ❖ Assisting in examination, tests (sessional and terminals).
- ❖ Supervision of living condition of students in the hostel.
- ❖ Assist in teaching of other categories of personnel in the hospital and community.
- ❖ Assisting in the procurement of supplies and equipment in the college.
- ❖ Assisting in the library work.
- ❖ Assisting in maintaining records.
- ❖ Planning and implementation and evaluation of specification courses.
- ❖ Shall carry out any other duties assigned by the principal or head of the department in the interest of education.



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BISHOP BENZIGER COLLEGE OF NURSING

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Administrative Officer Job Description

Description

The Administrative Officer manages the clerical and administrative support to our staff. This role plays a vital part in the administration and efficient operation of the office. The Administrative Officer is involved with the coordination and implementation of office procedures and frequently has responsibility for specific projects and tasks, also oversees and supervises the work of junior staff.

Your role varies greatly depending on the specific needs of the company operations at any given time. Most work involves both written and verbal communication, word processing and typing, and requires relevant skills such as IT, organizational and presentation skills, as well as the ability to multi-task and work well under pressure. In some cases, you are required to demonstrate high-level proficiencies and time/asset management abilities.

Essential Job Function

Common tasks for our secretaries/office administrators include word processing, audio and copy typing, letter writing, dealing with telephone and email inquiries, creating and maintaining filing systems, keeping records, arranging meetings and appointments and organizing travel for staff. In addition to above this role also includes but is not limited the following:

- ☐ Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
- ☐ Devising and maintaining office systems;
- ☐ Booking rooms and conference facilities;
- ☐ Using content management systems to maintain and update websites and internal databases;
- ☐ Attending meetings, taking minutes and keeping notes;
- ☐ Reporting and maintaining budgets, as well as invoicing;
- ☐ Liaising with staff in other departments and with external contacts;
- ☐ Ordering and maintaining stationery and equipment;
- ☐ Sorting and distributing incoming post and organizing and sending outgoing post;
- ☐ Liaising with colleagues and external contacts to book travel and accommodation;
- ☐ Organizing and storing paperwork, documents and computer-based information;
- ☐ Photocopying and printing various documents, sometimes on behalf of other colleagues.
- ☐ Accurately updating QuickBooks and submitting weekly payroll
- ☐ Assisting with new hire onboarding and employee filling
- ☐ Executive assistant duties

Other duties may include:

- ☐ Recruiting, training and supervising junior staff and delegating work as required;
- ☐ Manipulating statistical data; and providing reports
- ☐ Arranging both in-house and external events.
- ☐ Handling overflow inbound customer inquiries
- ☐ Fill-in low level management decision making in absence of superior personnel
- ☐ Basic customer service activities including follow up phone calls and appointment setting
- ☐ Attending functions and networking events, meeting other executives and affiliates



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UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

Basic duties outside the office like delivering materials, picking up uniforms/ supplies, etc.

This position also includes other duties not listed that are fundamentally relevant to the position.

Minimum Education, Training, and Experience

- High school graduate or equivalent
- 2+ years of related experience
- Strong personal computer skills; proficient in Microsoft Office, including Word and Excel.
- Excellent bilingual oral and written communication skills
- Effective interpersonal skills and leadership abilities. A customer-service focus.
- Effective analytical, problem-solving and decision-making skills.
- Basic project management skills; ability to prioritize and handle multiple tasks and projects concurrently



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UNITED NATIONS
academic
impact

Sharing
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of Intellectual
Social
Responsibility

Staff Accountant Job Description

Students wondering 'what is a staff accountant?' should know that these professionals are one of the most common kinds of accountants. They are often considered a generalist and can perform a wide range of duties specific to their position and employer. Staff accountants can work in either small or large businesses and typically work in an office setting. Most of these professionals work full-time and may need to work longer hours during busy accounting seasons, such as tax season. Here we explore more about staff accountants, including duties, education, and salary.

Staff Accountant Duties

Staff accountants primarily help meet the individualized accounting needs of their employer. Depending on the position, this may mean that some staff accountants perform mostly bookkeeping duties, such as for a small business, while others may work in supervisory positions. In general, staff accountants may perform job duties such as:

Managing financial records

Preparing financial statements

Checking payroll records

Reconciling accounts

Handling reimbursements

Closing monthly records and reports

Ensuring efficiency and accuracy of records

Utilizing accounting software

Staff Accountant Education Requirements

While there are several schools that offer free online accounting courses and others that offer associate's degree programs in accounting, most staff accountants need at least a bachelor's degree. These degree programs are typically offered as a Bachelor of Arts (BA) or Bachelor of Science (BS) in Accounting degree

Bachelor's degree programs in accounting usually take 4 years to complete and are sometimes available in online formats. Some accounting programs may offer various areas of specialization within the field, such as international management, business economics, public administration, or finance. Common coursework for bachelor's programs in accounting include topics in:

Financial reporting, Auditing, Accounting, Taxation, Ethics, Financial analysis

Students with a bachelor's degree in accounting can also pursue other careers outside of being an accountant, including positions as financial advisors, budget analysts, or financial managers. Many bachelor's programs in accounting also help prepare students to take the Certified Public Accountant (CPA) exam, but most staff accountants are not required to have this credential. Accountants may choose to pursue their CPA credential to gain clients or increase their job prospects.



BISHOP BENZIGER COLLEGE OF NURSING

(Accredited by NAAC with B grade)

UNITED NATIONS
academic
impact

Sharing
a Culture
of Intellectual
Social
Responsibility

College Clerk Job Description

College clerks perform a huge array of clerical and administrative duties within a college office.

From simple photocopying to the more complex correspondence management tasks, they are required to handle them all.

College clerks are trained in handling office support functions that are particular to a college environment.

This may include providing support to the admissions office, sorting admission forms and contacting students for admission information.

The first person you will meet when you enter a college office is a college clerk.

It is the duty of a college clerk to provide you with any information that the receptionist may not be qualified to provide.

Also, it is important for college clerks to possess outstanding communication skills as they often have to answer telephone calls and provide callers with information on college policies and procedures

Another important duty of a college clerk is to make appointments and handle staff schedules. They create class schedules once they have received instructions from teachers and ensure that printouts of schedules are distributed to each teacher.

Skills and Knowledge

One of the most important skills that a college clerk must possess is the ability to multitask – college clerks handle many different types of tasks in one go and it is vital that they perform all of them correctly.

They must maintain strict confidentiality especially where student and staff information is concerned and possess a high level of communication skills.

Answer incoming telephone calls, provide information and take and relay messages

- Sort and deliver incoming mail and ensure that the correct recipient receives the right document/letter
- Schedule appointments for office staff and provide them with reminders and follow-ups
- Respond to written and verbal inquiries from students regarding college admission procedures, admission tests and results
- Type and format correspondence such as letters, memos, and reports
- Use office equipment such as photocopiers and printers to print and copy important documents
- Maintain paper and electronic records such as staff and student information
- Ensure that all staff and student information is kept confidential



BISHOP BENZIGER COLLEGE OF NURSING

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- Prepare travel vouchers for students and staff embarking on college trips
- Perform data entry duties such as punching student and staff information in school databases
- Maintain knowledge of office supplies and materials and coordinate with suppliers and vendors when they run out
- Prepare meeting agendas and take and record minutes of the meeting
- Coordinate repair and maintenance of office equipment
- Assist accounts managers in preparing documents such as tax returns and expense reports
- Provide assistant to students in filling out admission forms and answer their questions
- Sort and file admission forms alphabetically and provide students with information on test dates and results