

Diocese of Nashville

<https://dioceseofnashville.com/job/nurse-administrative-assistant/>

Nurse/Administrative Assistant

Description

Job Type

Full-time

Murfreesboro, TN

Description

Saint Rose of Lima School is looking for an RN to also serve as an administrative assistant.

- Evaluate illness, treat student injuries and administer medication when required
- To track attendance and communicate with parents
- To record health information and keep records up-to-date
- Screen visitors, answer phones, assist student and teachers with needs
- Maintain database system and create reports, emergency contact lists, report cards, etc.
- Complete necessary paperwork for state, diocese and parish
- Assist with crisis drills and communications
- Support school events organizationally
- Assorted organizational tasks

Qualifications:

- RN
- Computer skills necessary, including proficiency in Microsoft and Google Suites.
- An understanding of the Catholic Faith and the ability to witness to it personally and professionally
- Skillful in communication, organization, and multitasking

About the Employer

Located in Murfreesboro, Tennessee, Saint Rose is the only Catholic school in Rutherford County, for students two years of age through 8th grade. With the strong support of a thriving parish, a dynamic pastor, a Dominican Sister of St. Cecilia, as principal, along with the effective collaboration of an experienced faculty, Saint Rose School works closely with families to provide a quality Catholic education in a Christ-centered environment.

Hiring organization

Saint Rose of Lima School

Job Location

Murfreesboro, TN

Date posted

April 23, 2024

Valid through

07.06.2024

To apply:

<https://recruiting.paylocity.com/recruiting/jobs/All/c0b0e17c-7478-41c4-b9b5-15e70393be30/ST-ROSE-OF-LIMA-CHURCH>