



Classification Description

Job Title: Coordinator, Department of Nursing

Pay Grade: 107

Job Code: 4056

FLSA Status: Exempt

Job Purpose

This position is responsible for placement of students in clinical sites and requires working with students to assure that all onboarding requirements for ASN nursing students are completed timely. All aspects of this position are supervised by the Clinical Coordination Manager within the Department of Nursing. This position supports all three (3) ASN programs from program admission to graduation.

General Responsibilities

Essential Functions

Secures sites for students in approved, location specific clinical sites that have been vetted by the Clinical Coordination Manager and/or faculty and meet the student learning outcomes of the course.

Works with scheduling individuals at the clinical sites to meet deadlines and requirements for placement of students within the three-campus region.

Assists the Clinical Coordination Manager with paperwork related to hiring of clinical adjuncts.

Assures that all placements are secured within established deadlines, preferably no later than one (1) month before the beginning of each semester.

Responsible to monitor the database and assure students are compliant in uploading immunization, background checks, and other program requirements within established program deadlines.

Responsible to assure that all students have met the program and site-specific requirements prior to the first day of class.

Responsible for ongoing monitoring of the database to assure student compliance and to notify students of non-compliance issues.

Responsible for the timely notification of the Clinical Coordination Manager for non-compliant students.

Coordinates the accurate and timely completion of department functions and assigned special projects within the Department of Nursing.

COORDINATOR, DEPARTMENT OF NURSING

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Performs both routine and special department projects; understands the services, policies and procedures offered and provides information or assistance, as requested.

Coordinates and maintains departmental filing system, to include student onboarding files/tracking systems clinical placement records reports, etc. for the Department of Nursing.

Scribes meeting minutes for leadership and advisory meetings, when requested.

Schedules events and prepares documentation for program orientations, open houses, tours, and pinning ceremonies.

Prepares and performs presentations to the students, when requested.

Participates in the preparation, development and assembly of presentations for students and faculty, when requested.

Proctors exams, when requested.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree in a health-related field from a regionally accredited institution of higher education.

Three (3) years of full-time professional work experience providing project management or related. Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Ability to independently travel to various campuses and other locations for College business.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.

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- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.
- Ability to use a variety of web based platforms utilized for data collection monitoring.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: December 16, 2022. Revised: July 1, 2023.