



Classification Description

Job Title: Program and Clinical Coordinator,
School of Nursing

Pay Grade: 120

Job Code: 4346

FLSA Status: Exempt

Job Purpose

The ASN Program/Clinical Coordinator provides campus leadership for the Associate of Science in Nursing (ASN) program at an assigned Florida SouthWestern State College campus. The Program Coordinator/Clinical Manager, in collaboration with the ASN Program Director, is responsible for clinical and simulation scheduling, staffing for open labs, and overall campus management to support faculty, staff, and students. This position is a 12 month (243 duty day) professional staff position.

General Responsibilities

Essential Functions

Assumes primary leadership for the campus and is the primary point of contact in the chain of command for the respective campus location in resolving issues according to ASN policies.

Maintains open communication with the ASN Program Director and Associate Dean of Nursing, elevating issues and/or concerns appropriately as they arise.

Plans and facilitates at least one (1) monthly meeting for all nursing campus-specific faculty and staff. Provides meeting minutes and a summary report of any needs and concerns to the ASN Program Director within one (1) week.

Actively communicates in the ASN Program Director's weekly meetings, as needed, and regularly provides required communication documents such as a summary of student failures and outcome data.

Assures that faculty/student meetings occur timely when a student fails an exam as described in the Testing Policy to ensure student success.

Refers students to the Student Success Manager, as needed.

Provides oversight to ensure that tests, rooms, and computer carts are scheduled, as needed.

PROGRAM AND CLINICAL COORDINATOR, SCHOOL OF NURSING

Ensures Proctors, if needed, are secured. Also ensures new faculty are mentored, and overall organizational processes are in place.

Enforces all classroom management policies and processes, including attendance taking and program-related dress code.

May teach one (1) course per semester as assigned by the Program Director, ASN and Associate Dean, School of Nursing.

Meets with students as needed regarding academic, behavioral, or other issues. Communicates concerns to the ASN Program Director and Associate Dean, School of Nursing, as appropriate.

Ensures campus enforcement of all program classroom, laboratory, and clinical policies and procedures, including program-related dress code.

Maintains up-to-date knowledge of accreditation processes and procedures.

Assists with ongoing course changes, updates, and developments in collaboration with the Program Director.

Participates in admission selection efforts and processes.

Participates in campus information sessions for recruitment.

Clinical

Oversees the acquisition, hiring, and scheduling of clinical sites for FSW Nursing campuses.

Assures that the clinical sites and Clinical Associates selected for instructional opportunities satisfy the learning objectives of the Nursing Program.

Completes clinical paperwork in compliance with College and facility deadlines.

Hires Clinical Associates and completes all associated paperwork within College guidelines and deadlines.

Develops clinical schedules and provides guidance and direction to assigned Clinical Associates.

Visits clinical sites on a regularly scheduled basis.

Assures that clinical experiences are scheduled to meet FBON, curriculum, and clinical site requirements and are appropriate to meet student learning experiences. Assists in identifying, developing, expanding, and maintaining satisfactory relationships with community partners and clinical sites.

Monitors students' compliance in completing, submitting, and/or uploading required health reports, drug screens, criminal background checks, and FSW and hospital/clinical affiliate requirements by established deadlines

PROGRAM AND CLINICAL COORDINATOR, SCHOOL OF NURSING

Collaborates with Program Director; supervises and coordinates schedules of Clinical Associates; provides guidance and direction to assigned Clinical Associates for proper evaluative and instructional techniques.

Assures that requirements for biomedical waste are anticipated and met annually.

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 to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in Nursing.

Current unencumbered licensed Registered Nurse in good standing.

Five (5) years of full-time related professional and clinical work experience.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier, and Hendry counties and other locations for College business.

Demonstrated experience using personal computers and office software such as MS Office, Excel, and electronic mail.

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.
- 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.

PROGRAM AND CLINICAL COORDINATOR, SCHOOL OF NURSING

- 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.

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: January 14, 2025. Revised: November 12, 2025.