

**JOB TITLE:** Coordinator, Nursing Rolla

**DEPARTMENT:** Nursing

**LOCATION:** Rolla Nursing Satellite

**REPORTS TO:** Director of Nursing

Vice President, Academic Affairs

**FLSA:** Exempt

**LEVEL:** Faculty

**DATE:** August 15, 2018

**POSITION SUMMARY:** This is an assignment made to a faculty member teaching in the nursing program in Rolla following the guidelines established by the Missouri State Board of Nursing and as delegated by the college program administrator. The position is responsible for the day-to-day oversight of the program operations at the Rolla Nursing satellite location. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Bachelors degree in Nursing, plus two year's work experience as a registered nurse and current Missouri RN license required undisciplined in any jurisdiction. BSN candidates will be required to attain a MSN; Masters degree Nursing is preferred; Community College teaching experience is preferred.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Coordinate the overall nursing program activities at the Rolla Nursing Satellite location with the Director of Nursing and Nursing Coordinator at the Main Campus.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the programs and its relationship to the local sending schools.
- Communicate as needed with pertinent staff at the main Rolla satellite site.
- Assist the program administrator in conducting periodic program review and maintaining appropriate assessment records. Review assessment activities periodically.
- Mentor new faculty and provide feedback to the program evaluation process.
- Coordinate a schedule of course offerings to meet the needs of the students. Evaluate student performance; meet regularly and confer with students regarding their progress in the program. Provide academic advisement to the students.
- Oversee scheduling and student assignments to local clinical sites; maintain a relationship with staff at local clinical sites.
- Provide local oversight of equipment needs and maintenance; maintain appropriate records related to budget, equipment and maintenance and facilities.
- Oversee and participate in local events related to student recruitment and any other activities related to the nursing program and community outreach.
- Participate in planning activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee. Review committee membership regularly.
- Participate in instructional institutional planning and budget processes; attend nursing program meetings and divisional meetings as scheduled.
- Compliance with Missouri State Board of Nursing minimum standards.
- Maintain confidential student records in compliance with ECC Board Policy.
- Maintain clinical and educational competencies in area of instruction.

**ADDITIONAL DUTIES:**

- Perform other related duties as may be assigned.

**KNOWLEDGE, SKILLS, and ABILITIES:**

- **College:** knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices; ability to plan, organize and implement multiple tasks effectively.
- **Department:** Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; budget management skills; ability to write routine reports and correspondence.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to exchange ideas, information, and opinions effectively with others to formulate procedures and/or arrive jointly at decisions, conclusions, or solutions; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to communicate diplomatically, clearly and effectively with a variety of people including coworkers and staff of external agencies; ability to demonstrate safe work habits and safe use of equipment; ability to communicate clearly both orally and in writing; ability to interact effectively with diverse student populations and a wide variety of co-workers, and the general public.

**DECISION-MAKING and ANALYTICAL SKILLS:** Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use sound judgment in decision making areas; ability to interpret information in mathematical, written and diagram form, such as statistical reports, profit and loss statement, financial statements and credit regulations.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; office machines such as telephones, fax machines, or copiers; ability to use Smartboards; distance learning applications; Moodle; eCentral..

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard classroom/lab setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends; may be required to work clinicals as needed.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom/lab setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**POSITIONS SUPERVISED:** None

**Signatures**

I have read and reviewed the above job description with my immediate supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*