

**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 EFFECTIVE:** 7/1/19; 8/15/18

**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.
- Provide academic advisement to the pre-nursing generic and LPN-RN Bridge students when primary advisor is not available.
- 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.
- Perform other related duties as may be assigned.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

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Employee Signature