

**JOB TITLE:** Coordinator, Nursing Program, Main Campus  
**DEPARTMENT:** Nursing  
**LOCATION:** Main Campus  
**REPORTS TO:** Director of Nursing/Vice President, Academic Affairs

**FLSA:** Exempt  
**LEVEL:** Faculty  
**DATE EFFECTIVE:** 7/1/19; 08/15/18

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

**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 Union Main location with the Director of Nursing.
- 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 on campus.
- 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.
- Assist the Director with coordination of a schedule of course offerings and faculty assignments 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 pre-nursing generic students when primary advisor is not available.
- Oversee scheduling and student assignments to local clinical sites; maintain a relationship with staff at local clinical sites.
- Provides oversight and management of the clinical lab functions to include: safety; equipment maintenance, upgrades and acquisition; supply inventory management; orientation for faculty, students, and guests; maintain lab calendar and lab usage data/reports; maintain lab guidelines/policies/procedures.
- Perform as a resource for all faculty during clinical lab use and simulations. Mentor faculty in use and development of clinical lab simulation.
- 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.
- 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