



JOB DESCRIPTION

TITLE: Administrative Coordinator

COLLEGE/DEPT: Arts & Sciences/Nursing

DATE PREPARED: 10/1/13

REPORTS TO: Chair, Dept of Nursing/Dir. of Nursing Prog

FLSA: Non-Exempt

POSITION SUMMARY:

The Administrative Coordinator is responsible for key administrative responsibilities necessary to efficiently run the Department of Nursing at Heritage University. The Administrative Coordinator is expected to have strong initiative, the ability to make judgments and decisions independently, and to interpret the laws and accreditation standards for nursing.

The position requires a strong commitment to fulfilling the philosophy and mission of Nursing and Heritage University. The Administrative Coordinator is a key player in maintaining communication between Nursing and other departments at Heritage, and with community partners.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assists faculty in scheduling student clinical placements.
2. Manages site and preceptor affiliation agreements.
3. Acts as the administrator for the Nursing electronic clinical tracking system. Handles data entry and database maintenance for student clinical tracking systems.
4. Assists the chairs of the Nursing Department and Program Evaluation committee to map program outcomes to accreditation standards and to monitor achievement of objectives.
5. Collects and analyzes data for Washington State and National Professional Nursing Accreditation.
6. Performs data entry, stewardship, analysis, and compilation for program evaluation.
7. Prepares American Association of Colleges of Nursing (AACN) and Washington State Department of Health Nursing Care Quality Assurance Commission (WSDH-NCQAC) accreditation reports and all required documents under the direction of the nursing department chair.
8. Collaborates with Heritage Student Services and Nursing Faculty in advising pre-nursing and nursing students at Heritage.
9. Maintains the Heritage Nursing program web page.
10. Upgrades the student nursing handbook in accordance with Heritage and Nursing Policy changes.
11. Greets visitors and facilitates their communication with nursing faculty.
12. Assists and supports individual faculty or committees with event coordination, standardized patient encounters, workshops, conferences, and accreditation site visits.
13. Prepares agendas and makes arrangements for faculty, committee, and other meetings.
14. Maintains faculty clinical and teaching schedule reports.
15. Attends nursing faculty meetings to record minutes and report on activities. Compiles, transcribes, and distributes minutes of meetings.
16. Assists the Director with the development of program budgets, reports, operational adjustments and enrollment projections.
17. Manages Nursing faculty expense reports; assists with nursing faculty travel in accordance with Heritage University guidelines.
18. Creates and maintains student files in compliance with FERPA regulations.
19. Collaborates with laboratory instructors in maintaining clinical laboratory equipment and inventories.

20. Coordinates or performs background checks for students and adjunct faculty before they assume responsibility for nursing care.
21. Orders and replenishes teaching resources and office supplies.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other functions as necessary or assigned by the Director/Chair of the Department Nursing.

SCOPE OF RESPONSIBILITY:

Knows the Philosophy, Mission, and vision of the Nursing Department and of Heritage University. Adheres to Nursing and Heritage goals, standards, policies and procedures. Demonstrates sensitivity toward the needs of the College of Arts and Sciences.

Can work autonomously and flexibly to meet goals in a complex environment. Contributes to consensus-building, and acts as a member of the Nursing Department team. Uses sound judgment and discretion in handling confidential information. Demonstrates ethical and professional comportment at all times. Highly responsive to requests and has a commitment to providing high quality service.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. Knowledge:** At least three years of experience in complex administrative management. Preference for Bachelor's degree; extensive work experience may be substituted for educational degree. Ability to interpret Nursing laws and regulations set forth by the Washington State Legislature.
- B. Skills:** Competence in complex computer software, including, but not limited to Microsoft Word, Excel, Outlook, PowerPoint, and Typhon.
- C. Abilities:** Organizational, interpersonal and planning skills. Ability to work as a member of a team. Ability to manage projects. Ability to respond promptly to the needs of students, faculty, administrators, and community partners with sensitivity, accuracy, and professionalism. Sound judgment for decisions and accountability for consequences.

Interested and qualified applicants may submit
Heritage University Employment Application (*required*)

AND

Resume, Letter of Interest and Three References to:
humanresources@heritage.edu

or

Heritage University
Human Resources Office
3240 Fort Road
Toppenish, WA 98948

Position Opened Until Filled