

Job Code: 100832-2016
Position: (PSA)..(NE)
Developed by:.....CCM
Reviewed by: DLJ
Approved by: LK
Date:..07/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Experiential Education Nursing
DIVISION: Academic Affairs/Experiential Education: College of Nursing (CON)
REPORTS TO: Clinical Coordinator
GRADE: Grade 8
SUPERVISES: Support staff, Graduate and Undergraduate Students

BASIC FUNCTION:

Work with the Clinical Coordinator to direct and facilitate clinical and experiential learning activities for Graduate, Undergraduate, and RN-BS students within the College of Nursing. Manage multiple projects of a complex and responsible nature and communicate effectively with faculty, administrators, members of the University community, and clinical agencies. Assist in the daily management of activities of the Experiential Education office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Communicate directly with the public, students, faculty, staff, and officials (both within and outside the university) on behalf of the CON Student Affairs Office. Liaise with appropriate internal and external stakeholders and represent the Coordinator when appropriate.

Revise and maintain spreadsheets/databases related to clinical placements, preceptor information, faculty, and clinical agency contracts. Develop new statistical information tools, as needed.

Manage experiential site contracts and other site documents. Ensure that all contracts and letters of agreement with clinical agencies are fully executed each semester.

Assist with budget assistance, hiring processes, procurement and supervision of graduate and undergraduate student workers.

Manage and maintain all dedicated software and tracking systems to ensure compliance with regulatory, university and site requirements for the following: the Centralized Clinical Placement (CCP) the immunization/CPR/licensure data for clinical nursing faculty; Accusource/Sentry MD, and the CCP; and all other required site and student documentation.

Generate reports and analysis to assist in the strategic planning of the Experiential Education Office and evaluation of programs.

Assist with arranging, scheduling, and implementation of special events. Develop and maintain confidential records systems (including student.)

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, internet, printers, word processing, database management, and presentation and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years academic, business, or public administration experience in a complex setting; Demonstrated experience with contract and office management; Demonstrated time management and organizational skills; Demonstrated ability to work with minimal supervision in a deadline-driven environment; Demonstrated ability to balance multiple priorities; Demonstrated experience with enterprise systems software and database management & scheduling software; Demonstrated experience with Microsoft Office Suite and Google apps; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to maintain confidentiality; Demonstrated ability to work with diverse groups/populations; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate that interpretation to others; and, Willingness to travel to scheduled events and to work at multiple campus locations.

PREFERRED: Demonstrated familiarity with clinical undergraduate and graduate nursing education; Demonstrated experience in higher education, academic or government environment; and, Demonstrated ability to utilize Sakai (or similar platform) and student records systems.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.