

Job Code: . 101573
Position #: (PSA) (E)
Developed by: ...KH
Reviewed by: .. DLJ
Approved by:.AMC
Date:06/14/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Graduate Programs (College of Nursing)
DIVISION: Academic Affairs (College of Nursing)
REPORTS TO: Associate Dean, Graduate Research, College of Nursing
GRADE: 8
SUPERVISES: Student workers

BASIC FUNCTION:

Responsible for the coordination of the administrative and operational business of the graduate (MS, post-MS certificate, DNP and PhD) programs, including three nurse practitioner (NP) specialty concentrations (Adult-Gero Primary Care, Family, and Psych-Mental Health) in the College of Nursing (CON). Interface with the URI Graduate School and promote the graduate nursing programs within the university and to outside constituents.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Carry out various administrative and financial tasks in the graduate program, including preparing reports.

Assist with the preparation of reports for the university and external regulatory bodies.

Provide support to assigned CON faculty and committees.

Provide support to the Associate Dean for Graduate Programs.

Coordinate graduate academic program activities related to marketing and recruitment.

Ensure graduate student compliance with URI Graduate School policies, forms, and deadlines.

Coordinate graduate assistantships and teaching assistantships, contracts, and stipends.

Coordinate graduate student admission and orientation.

Advise new graduate students on programs of study and registration.

Conduct surveys and other data collection related to graduate program outcomes, graduate student and faculty needs, NP preceptor needs and NP employer satisfaction.

Supervise student workers.

Administer CON operations at the Nursing Education Center (NEC), including but not limited to: safety, work orders, repairs, parking, key requests, office moves and purchasing.

Interface with RINEC staff and management, coordinate CON activities and utilization of facilities at RINEC, and serve as point person for URI events at RINEC.

Monitor graduate student progress.

Advise NP graduate program graduates on processes and standards related to certification and licensure as NPs.

Participate in the development of graduate program policies and procedures and handbooks that are consistent with those of the URI Graduate School.

Coordinate orientation activities including updates to the CON graduate student handbooks.

Coordinate graduation activities for CON graduate programs and students.

OTHER DUTIES & RESPONSIBILITIES:

Represent and promote the URI College of Nursing and graduate programs at regional, national and international conferences and events.

Recruit graduate students from Rhode Island, nationally and internationally.

Promote CON graduate students for internal and external awards and coordinate announcements with the communications office.

Interface with the Rhode Island Board of Nursing, accrediting agencies (AACN/CCNE) and credentialing organizations (e.g., ANCC, AANP).

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Gmail, WebEx, Zoom; GradCAS or similar admissions software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of experience in higher education administration; Minimum of two years of experience in nursing education; Demonstrated knowledge of nursing regulations and credentialing; Demonstrated experience with data collection and reporting to accrediting agencies; Demonstrated experience preparing presentations and reports; Demonstrated experience working with graduate students; Demonstrated supervisory experience; Demonstrated ability to work with diverse groups/populations; Demonstrated strong interpersonal and verbal communication skills; and, Demonstrated proficiency in written communication skills.

PREFERRED: Minimum of three years of experience in graduate nursing education; Demonstrated knowledge of nurse practitioner regulations in RI; Demonstrated experience with URI GradCAS system; and Demonstrated experience using Qualtrics, RedCAP or similar survey system.

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