Coordinator, Nursing Program Services

Job Code 50017511

General Description
Responsible for coordinating and carrying out administrative projects and assignments in the School of Nursing.

Examples of Duties
- Create and manage the administrative operations
- Work with faculty to develop interactive components
- Plan, develop, and implement standalone training
- Publish School of Nursing Newsletter
- Coordinate student evaluation process
- Develop and implement marketing strategies
- Maintain website
- Serve as the Hiring Manager for all staff hires
- Coordinate School of Nursing schedule of class information for each semester
- Serve as ATI Coordinator
- Monitor faculty and staff timekeeping records
- Maintain TRACS Sites
- Work on other special projects as assigned

Knowledge, Skills, and Abilities
Knowledge of: University Policies and Procedures; College of Health Professions Policies and Procedures; Student, Hiring Manager’s, and Staff Handbook; Texas State Catalog.
Skill in: Writing; strong interpersonal skills; working as a team member; training; multitasking.
Ability to: Understand written job instructions; proofread documents; process statistical reports; intermediate math; create spreadsheets.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/20/2012