Coordinator, Clinical Education Placement

Job Code 50023623

General Description
This position oversees the clinical placement of nursing students, provides support for the graduate nursing programs, and assists in new program development.

Examples of Duties
Oversee the clinical placement for all students at all clinical sites.
Advocate for advantageous clinical placements.
Collect and verify agreements with health care facilities and preceptors.
Manage student compliance with practicum requirements and policies.
Assist with special projects.
Maintain records of student compliance and submit them to clinical sites.
Compose and proofread correspondence, forms, and reports.
Assist with graduate student admissions, progression, and graduation, including registering students for course and verifying graduation requirements.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; national nursing standards and accrediting bodies; University, College of Health Professions, and the St. David’s School of Nursing Policy and Procedures.

Skill in: Basic math & writing skills; preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff, coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; organize and schedule meetings and projects; communicate effectively with students, faculty, and staff; analyze complaints and propose solutions.

Educational Experience
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