

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Nursing Program Coordinator

DEPARTMENT: Instruction / CTE Division – Craig Campus

REPORTS TO: Director of the Nursing Program

SUPERVISES: N/A

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/Date: 10/05/2021 Revision # 1 Date: 10/08/2021

TRAVEL: N/A

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 15 hours per month

COLLEGE-WIDE _____ **CAMPUS:** _____ **RANGELY** X **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

Works with, and answers to, the Nursing Program Director. The Nursing Program Coordinator will be responsible for providing support to the Nursing Program. Duties include maintaining student applications per requirements of accrediting bodies and respond to student inquiries. Individual will manage office duties such as organizing, recording, and creating documents that facilitate student enrollment, program purchases, and clinical site records. Event coordination (ie. Graduation, pinning, advisory board meetings etc.) and communication to perspective parties is expected. Admin. Asst. will work with a variety of software/applications in order to maintain student and program records.

PRIMARY DUTIES:

- Provide assistance and administrative duties to the Nursing program
- Collect, manage, maintain, and disseminate data related to clinical and regulatory agencies in addition to college requirements.
- Provide excellent customer service to current, potential, and alumni students of the nursing program and college as well and other internal and external customers.
- Plan and oversee numerous program and community events to include orientation, pinning, graduation ceremonies, advisory board meetings, career fair, health fairs, etc. by scheduling facilities, arranging meeting logistics and communicate with participants.
- Create and maintain event documentation and authorize funds for operating expenditures.

- Create attestation documentation for clinical agencies to confirm compliance with agency and regulatory requirements.
- Design, manage and maintain files and systems for the collection and dissemination of complex and confidential data.
- Design and implement general office and administrative operations to accomplish the work of the nursing program.
- Create annual reports for program outcomes, manage high volumes of information for reporting to clinical agencies/partners, regulatory and accreditation agencies.
- Provide program information to incoming students and answer questions regarding the registration process.
- Explain work processes and aid in the training and orientation of new students, staff and faculty.
- Utilize several computer programs such as Banner to enter contracts, pay authorizations, etc.; Microsoft Office 2016 including Word to compose correspondence, reports, edit and distribute memos, etc., Excel to create spreadsheets, tables and formulas, upload/download and manipulate data in spreadsheets to maintain records; PowerPoint and Publisher to create slide presentations and Outlook to maintain calendars, appointments and email correspondence.

MINIMUM/ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. Education and Training:

Minimum or Required:

- 3 years clerical experience

Preferred:

- 3 years clerical experience in field
- Note: AAS/BS degree in business course work (or similar field) may substitute clerical experience on a year-by-year basis.

2. Prior Related Experience:

- Excellent organizational and communication skills
- Customer service training/experience
- Knowledge and understanding of computers
- Experience working in an office setting
- Ability to multi-task

Preferred:

- Familiarity with nursing profession and nursing schools (ie. Clinical requirements, regulatory requirements etc.)
- Highly developed interpersonal organizational skills
- Superior written communication skills
- High level of speed and accuracy regarding data entry, and attention to detail
- Ability to work in a fast paced customer service environment.

3. Licensure/Certification:

- Valid driver license

4. Equipment Skills:

- Computer applications

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Review of applications will begin immediately.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing			X			
Walking		X				
Ability to be Mobile		X				
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			x			
Twisting (knees/waist/neck)			x			
Turn/Pivot			X			
Climbing		x				
Balancing		X				
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.					x	
11 - 20 lbs.					x	
21 - 35 lbs.				X		
36 - 50 lbs.			x			
51 - 75 lbs.			x			
76 - 100 lbs.		x				
Lifting/Carrying						
1 - 10 lbs.					x	
11 - 20 lbs.					x	
21 - 35 lbs.				x		
36 - 50 lbs.			x			
51 - 75 lbs.			x			
76 - 100 lbs.		x				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					x	
Talking on Telephone				X		
Hearing in Person					x	
Hearing on Telephone				X		
Vision for close work					x	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)		X				
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			x			
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____