



WESTMONT

Nursing Program Coordinator (Full-time, 32 hrs/wk; 12 months)

Nursing Department

The role of Nursing Program Coordinator is multifaceted. The Nursing Program Coordinator provides administrative support in and program coordination for our new Accelerated BSN program. The nursing department at Westmont College is supported by a collaborative and cohesive group of professional nurses and staff. The Nursing Program Coordinator will be an integral part of the day-to-day operations of the program.

Requirements:

- BA/BS degree preferred
- Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations
- Proficiency with computer applications such as Microsoft Office, Acrobat, and Google Apps, especially Excel, Sheets, and Forms
- Demonstrates flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration
- Experience with creative troubleshooting and finding solutions
- Adaptability to unpredictable changes
- Strong interpersonal communication
- Ability to train and supervise student workers
- Self-directed with the ability to meet deadlines
- Attention to detail
- Ability to lift 25 pounds

Responsibilities:

- Maintains open communication with program director, assistant program director, and faculty
- Supports program director with day-to-day operations of the nursing program to include, but not limited to: Telephonic communication with the public concerning matters of the nursing program, maintenance of student files, preparing material for orientation of students and faculty, supporting an electronic and hard copy filing system, assisting program director with clinical placement of students
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds
- Maintain records for the BRN including faculty and facility approvals, clinical affiliate forms and clinical contracts

- Schedules departmental meetings, creates agenda and minutes for meetings, course and clinical surveys, schedules faculty interviews
- Organizes new cohort admission paperwork and bootcamp events, schedules student interviews, generates admission and denial letters, maintains program applicant files, assists the Admissions office as needed for transcript review
- Maintains the Program Director's calendar
- Maintains the department calendar
- Coordinates Program Orientation by scheduling facilities, assembles information/documentation packets, manages student health forms, immunizations, COR cards, Background Checks and Drug Screens
- Assists the Program Director with the Pinning Ceremony by scheduling facilities, developing announcements and invitations, develops pinning ceremony program, orders pins
- Other duties as identified

Reports to: Interim Director of Nursing

*** Anticipated Hiring Range:** \$ 22.07/hr - \$30.35/hr

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*