

Field Coordinator (UCP 5)

UConn School of Nursing

The School of Nursing is seeking applications for a Field Coordinator. Working under the general supervision of the Associate Dean of Academic Affairs, the Field Coordinator places and monitors the placement of students enrolled in a field placement program at clinical sites throughout the state but generally focused in Southern, CT.

Duties and Responsibilities

Arranges the prescribed number of visits to practice sites; interviews site supervisor and student; interviews and explains program to site supervisor and supervises students in fulfilling objectives of field work or externship program. Places between 370-400 pre-licensure students in clinical rotations during the Academic Year and 132 in the summer; each student has at least two placements, and, in the summer, the student is in three areas. Placements are generally in the southern end of the state. Maintains database of clinical sites; establishes positive working relationships with site education offices and personnel. Arranges for students to become acquainted with a variety of related field experiences to broaden their understanding of the profession. Coordinates students in a variety of locations including hospitals, long term agencies, visiting nurse associations and federally qualified community health centers. Processes paperwork and/or records; reviews for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems. Prepares narrative and informational reports; compiles and organizes information requiring the understanding and evaluation of data sources. Represents the School of Nursing to other University and external offices and agencies in administrative matters related to clinical training and placements that affect the operations of the School. Transmits authoritative information and serves as a resource regarding policies and procedures relating to field placements and clinical training, with responsibility to periodically interpret such policies and procedures. May give lectures on topics relating to field or externship program. May evaluate and make recommendations for changes in field work or externship program.

Minimum Qualifications

1. Bachelor's degree in Nursing.
2. Licensed as an RN and able to demonstrate knowledge and skills required to train students in the profession.
3. Willingness and ability to travel and work irregular and flexible hours.
4. Must have good supervisory skills.
5. Good organization and interpersonal skills including the ability to work effectively with faculty, staff, students and other individuals and external groups.
6. Must have good database skills and familiarity with computers and MS Office.

Preferred Qualifications

1. Master's degree in Nursing.
2. Experience with, or knowledge of, practical training programs and field placement activities.
3. Aptitude for or ability to develop skills in providing instruction/teaching and public speaking.

Appointment Terms

This position is a full-time, 12-month position.

To Apply submit the following items online at this website: <http://hr.uconn.edu/jobs/>

Interested applicants, please submit a **cover letter, resume** and contact information for **three (3) professional references** to: www.jobs.uconn.edu. Please reference Search #2016232 when applying. Review of

applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017232)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 6, 2016.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. The diversity of students, faculty, and staff continues to increase, as does the number of honors students, valedictorians, and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural, and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities, and members of traditionally underrepresented populations.