

University of Connecticut School of Nursing

Graduate Clinical Coordinator (part-time) (Field Coordinator), UCP 5

Job ID: 2017233

Location: Storrs Campus

Regular/Temporary: Regular

The School of Nursing is seeking applications for a part-time (60%) Graduate Clinical Coordinator. Working under the general supervision of the Associate Dean for Academic Affairs, the Graduate Clinical Coordinator places and monitors the placement of graduate students who are enrolled in a field placement program at clinical sites throughout the state. Frequent travel is required and a flexible work schedule with occasional irregular hours should be expected in order to meet program needs.

Duties and Responsibilities:

Arranges the prescribed number of visits to practice sites; interviews site supervisor and explains program to site supervisor. Maintains database of clinical sites; updates database each semester for preceptor availability, level of students, days and hours each day of availability. Establishes positive working relationships with site education offices and personnel. 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. Reviews administrative and internal operating procedures for efficiency and effectiveness and recommends improvements to supervisor. Collects Preceptor CV and Health/background compliance information. Coordinates with Program and Track Directors the student Preceptor notification and related correspondence.

Minimum Qualifications:

- Bachelor's degree in Nursing or related field.
- Must have good database skills and familiarity with computers and MS Office.
- Must be willing and able to travel and work irregular and flexible hours.
- Must have good supervisory skills.
- Must have good organization and interpersonal skills including the ability to work effectively with faculty, staff, students and other individuals and external groups.

Preferred Qualifications:

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

Appointment Terms:

This is a 12 month, part-time (60%) position. Successful candidate will work part-time, 3 days a week. Hours and work schedule are subject to change depending upon program needs.

To Apply:

Interested applicants, please submit a cover letter, resume and contact information for three (3) professional references to: **www.jobs.uconn.edu**. Please reference Search #2017233 when applying. Review of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017233)

This job posting is scheduled to be removed at 11:59 PM eastern on December 31, 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>.