Program Coordinator (UCP 5), Master’s Programs

Job Summary

Under the direction of the Associate Dean for Academic Affairs, coordinates the day-to-day administrative and clinical activities for the School of Nursing’s Master’s program tracks and provides assistance and support for Master’s Track Directors, faculty, staff, and students while serving as the primary administrative resource.

Job Duties and Responsibilities

1. Is responsible for coordinating all aspects of administrative support for the Master’s tracks including support for Master’s Track Directors, faculty, staff, and students. Coordinates work flow and processes administrative paperwork, which may include making arrangements for proctors and using listservs to communicate to students. Schedules conference calls and room reservations, which includes coordination with the Registrar’s Office and providing input concerning space allocation. Facilitates audio-visual needs of program faculty and students. Ensures websites have up-to-date program and event information.

2. Coordinates the placement of Master’s students in a variety of clinical locations including, but not limited to, hospitals, long term agencies, private practices, visiting nurse associations and federally qualified community health centers. Recruits preceptors and clinical sites for Master’s students; interviews clinical site supervisor; and acts as a resource to the clinical site supervisor for Master’s tracks.

3. Manages the database of clinical sites for Master’s tracks; updates database each semester for preceptor availability, level of students, days and hours each day of availability. Reviews, updates, and maintains clinical placement site data and updates expiration dates for preceptor licenses, CVs, and certifications in an appropriate database such as Typhon or Core-Elms.

4. Works with Track Directors to identify, establish and maintain clinical preceptors and sites. Coordinates with Track Directors for student preceptor notification and related correspondence. Establishes and maintains positive working relationships with site education offices and personnel.

5. Works with the School’s Contracts and Compliance Facilitator to ensure clinical practice site contracts are current and compliant with state and University statutes. Ensures regulatory requirements are met for out-of-state on-line masters programs, clinical placements, and the E-campus state approval process for graduate student clinical programs.

6. 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. Responds to inquiries from students, faculty and others regarding Master’s program policies, procedures and requirements, making referrals as appropriate.

7. Monitors and reports on progression of Master’s students from matriculation through graduation. Compiles data and prepares reports to aid in evaluating student progress, program evaluation, and program effectiveness; may recommend changes or improvement; assists major advisor to monitor student progress and compliance with Master’s program requirements and standards.
8. Once students are matriculated, screens correspondence, records, and other documents for appropriate action and prepares responses for routine situations and regular procedural actions and workflows. Works with supervisor and/or other administrators to determine proper response or resolve problems as needed, making referrals as appropriate.

9. Transmits authoritative information and serves as a resource regarding policies and administrative procedures relating to Master’s tracks, with responsibility to occasionally interpret such policies and procedures, and update student handbooks.

10. Assists in planning and carrying out related support activities for Master’s tracks, such as meetings, conferences, events, orientations, and ceremonies; records meeting minutes, coordinates details and makes all necessary arrangements such as travel, parking, room reservation, seating, ordering of supplies/materials, and catering, as needed.

11. Collects and maintains syllabi for all Master’s courses.

12. May train, supervise, and establish work schedules of staff and/or student workers.

13. Performs related duties as assigned or required.

**Minimum Qualifications**

1. Bachelor’s degree in Communication, Management, Administration, Nursing, or related field
2. Three to five years’ relevant experience, which demonstrates knowledge and ability in administrative methods and functions
3. Proven ability to provide general program support
4. Must have good organization and interpersonal skills, including the ability to work effectively with faculty, staff, students and other individuals and external groups.
5. High-level of proficiency with computers and applications such as Word, Excel, PowerPoint, Outlook, AdobePro, WebEx
6. Must be flexible and willing to travel and work occasional evening and weekend hours.

**Preferred Qualifications**

1. Master's degree in Nursing, Communication, Management, Administration, or related field
2. Experience with, or knowledge of, practical training programs and field placement activities
3. Aptitude for, or ability to develop skills in, providing instruction and public speaking
4. Administrative experience in a higher education environment
5. Demonstrated administrative experience with university systems such as PeopleSoft, Kuali Financial Systems, and CoreCT
6. Proven ability to maintain confidentiality concerning student, clinical, and HR information and actions
7. Knowledge of, and experience implementing, policies, procedures, and guidelines that affect faculty, students, and clinical agencies
8. Proven experience in situations that demonstrate conflict resolution skills
Appointment Terms: This is a full-time permanent position. Salary is commensurate with experience and includes full benefits.

To Apply: Interested applicants should apply online through UConn Jobs at www.jobs.uconn.edu, Staff positions (Search 2019431). Please see the full job description listed on the UCONN School of Nursing website. Please include a cover letter detailing your related experience to the position as outlined above, resume, and the names and contact information for three (3) professional references. Screening will begin immediately. Employment of the successful candidate is contingent on the successful completion of a pre-employment criminal background check (Search #2019431). Include the search number in all correspondence.

All employees are subject to adherence to the State Code of Ethics, which can 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.