Posting Title: Administrative Services Specialist III (UCP V), Office of Contracts and Clinical Compliance

The University of Connecticut School of Nursing is seeking to hire an Administrative Services Specialist III to work in the Office of Contracts and Clinical Compliance. Reporting to the Associate Dean for Academic Affairs, the Administrative Services Specialist III provides administrative support and coordinates the development and/or renewal of affiliation agreements/site contracts with healthcare and community agencies in order to provide student placements for graduate and undergraduate students. This is an end-dated position that is currently scheduled to end on June 1, 2020.

Job Duties and Responsibilities

1. Works with healthcare and community agencies to facilitate the development, documentation and finalization of affiliation agreements and contract terms, within prescribed limits of authority, for student placements; reviews, tracks and updates clinical affiliate/placement contracts with adherence to local, state, and federal policies and restrictions. Renews existing affiliation agreements on a defined, periodic basis according to the State Board of Examiners regulations. Adds and updates associated information into appropriate database such as TYPHON or Core-Elms.

2. Works with the General Counsel's Office concerning contractual language and issues; facilitates resolution consulting with and making appropriate referrals to supervisor or designated School administrator, as needed.

3. Maintains a database of current and impending affiliation agreements containing start, end, and renewal date as well as other particulars needed for agreements, including faculty requirements, e.g. background checks, specific health clearances for students and faculty.

4. In conjunction with the clinical placement coordinators, manages internal database of facility contact information and required clinical documentation (i.e. ID badges, orientation requirements, background checks, clinical student limits by school/agency).

5. Monitors and reviews student clinical placement requirements (i.e. physical exam, immunizations, etc.) for accuracy and compliance with program and site policies and procedures; resolves related problems directly with students. Monitors, reviews, and approves student clinical compliance for School and contractual health requirements for undergraduate and graduate students.

6. In conjunction with program and track directors, creates, maintains, and updates appropriate student clinical compliance forms, applications, and other student training materials. Communicates individual agency requirements to students and faculty.

7. Assists with verification of student and faculty clinical information; monitors and follows-up to ensure students and faculty are in compliance with established and required deadlines, all required documents are sent to site agencies, and all on-boarding procedures have been followed.
8. Reviews and updates clinical contracts and requirements as well as global education Information that is provided to School's webmaster.

9. Serves as a resource to students, staff and others regarding clinical compliance; responds to requests for information related to clinical requirements and provides assistance resolving problems.

10. Compiles data and information from a variety of sources to generate and prepare narrative and informational reports.

11. Performs routine administrative functions of the office; coordinates work flow and processes administrative paperwork; may be responsible for coordinating related administrative functions.

12. For Graduate Programs, assists with reviews, updates and maintenance of clinical placement site data and updates preceptor licenses, CVs, and certificates in an appropriate database such as TYPHON or Core-Elms.

13. Prepares and sends confirmation letters to clinical agencies including welcome letters, syllabi, program information, policies and procedures, and clinical information sheets to preceptors. Prepares and sends clinical completion letters with the number of hours completed, ANCC certification forms and thank you letters. Uploads updated information concerning these communications in TYPHON or other appropriate database.

14. Engages in public relations and promotional activities for the School; facilitates special events that includes arrangements, logistics, correspondence and supervision of these events. Plans, organizes and implements ad hoc or special projects in accordance with School-wide goals.

15. Performs related duties as assigned or required.

Minimum Qualifications

1. Bachelor’s degree in in area to be served or equivalent combination of education and experience, or Associates degree and four to seven years progressively responsible related experience.

2. Demonstrated knowledge of administrative specialty required by department to be served

3. Demonstrated ability to resolve administrative and operational problems

4. Proven ability to interpret policies and procedures

5. Excellent interpersonal skills;

6. Proven ability to effectively work with faculty, staff, students and other University administrators

7. Excellent written and verbal communication skills.

8. Proficient using Microsoft Office such as Word, Excel and Outlook.

Preferred Qualifications

1. Three to five years’ experience and proven ability in administrative management

2. Knowledge of or experience with affiliation agreements, contracts, or other legal documents

3. Knowledge of or experience with clinical compliance for students and/or faculty.
4. Experience using electronic databases, managing documents and record-keeping systems.

Appointment Terms
This is a full-time, end-dated position. This position is scheduled to end on June 1, 2019, but may be renewed based upon need and available funding. The typical work schedule is Monday through Friday, 8:30am to 4:30pm.

To Apply
Please apply online at UConn Jobs, https://jobs.uconn.edu, Staff Positions, Search # 2020297. Please include a cover letter detailing how you meet minimum and preferred qualifications, a resume, and the names and contact information for three (3) professional references. Evaluation of applications will begin immediately.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check (Search #2020297).

This job posting is scheduled to be removed at 11:59pm Eastern time on December 2, 2019.

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.