



JOB DESCRIPTION

TITLE: Administrative Coordinator

COLLEGE/DEPT: Arts & Sciences/Nursing

DATE PREPARED: 12/20/2021

REPORTS TO: Chair, Dept of Nursing/Dir. of Nursing Prog

FLSA: Non-Exempt

POSITION SUMMARY:

The Administrative Coordinator is responsible for key administrative responsibilities necessary to efficiently run the Department of Nursing at Heritage University. The Administrative Coordinator is expected to have strong initiative, the ability to make judgments and decisions independently, and to interpret the laws and accreditation standards for nursing.

The position requires a strong commitment to fulfilling the philosophy and mission of the Department of Nursing and Heritage University. The Administrative Coordinator is a key player in maintaining communication between Nursing and other departments at Heritage, and with community partners.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Collaborates with the Chair of the Department of Nursing to establish and maintain positive relationships with the Community of Interest, including local, state and tribal leaders in nursing and health care.
2. Greets visitors and facilitates their communication with nursing faculty.
3. Collaborates with the Chair of the Department of Nursing to assure site and preceptor affiliation agreements and memoranda of understanding are up-to-date.
4. Collaborates with the Department Chair and Chairs of Nursing Committees to collect and analyze data for Washington State and National Professional Nursing Accreditation.
5. Performs data entry, stewardship, analysis, and compilation for program evaluation.
6. Prepares American Association of Colleges of Nursing (AACN) and Washington State Department of Health Nursing Care Quality Assurance Commission (WSDH-NCQAC) accreditation reports and all required documents under the direction of the Nursing Department Chair.
7. Collaborates with the Heritage University Vice President of Student Affairs, Chair of the Nursing Department and Nursing Faculty in advising pre-nursing and nursing students at Heritage. Attends technical and training meetings to keep up to date with changes in University procedures related to advising.
8. Collaborates with Heritage University Department of Admission in recruitment of transfer students for the BSN program.
9. Collaborates with the Heritage University Department of Nursing Chair of Admission, Progression Retention and Graduation (APRG) Committee to prepare pre-nursing pathway and transfer students for BSN program admission review.
10. Acts as the administrator for the American Association of Colleges of Nursing (AACN) Common Application System (CAS). Attends regular AACN/CAS meetings.
11. Maintains the Heritage Nursing program web page.
12. Upgrades the student nursing handbook and nursing faculty handbook in accordance with Heritage and Nursing Policy changes.
13. Collaborates with the Chair of the Department of Nursing to collect and submit invoices, and prepare purchase orders.
14. Collaborates with the Chair of Policy and Bylaws Committee to update and maintain Nursing Department Policies.
15. Assists and supports individual faculty or committees with event coordination, standardized patient encounters, workshops, conferences, and accreditation site visits.

16. Prepares agendas and makes arrangements for faculty, committee, and other meetings.
17. In collaboration with the Department of Nursing Chair and Nursing Department Committee chairs to prepare the monthly agenda for Nursing Faculty Assembly.
18. Attends nursing faculty meetings to record minutes and report on activities. Compiles, transcribes, and distributes minutes of meetings in a timely fashion.
19. Assists the Director with the development of program budgets, reports, operational adjustments and enrollment projections.
20. Manages Nursing faculty expense reports; assists with nursing faculty travel in accordance with Heritage University guidelines.
21. Collaborates with the Administrative Coordinator for Clinical Placement and Evaluation to create and maintain student files in compliance with FERPA regulations.
22. Collaborates with laboratory instructors in maintaining clinical laboratory equipment and inventories.
23. Coordinates or performs background checks for newly admitted students and adjunct faculty.
24. Orders and replenishes teaching resources and office supplies.
25. Collaborate with Heritage Department of Nursing Chair and HR in hire of faculty adjuncts.
26. Sets up national standardized testing with testing company, schedules tests in the HU testing center, and proctors standardized tests; collects test results data, and reports testing data to Department Chair, faculty and chair of Admission, Progression Retention and Graduation (APRG) Committee.
27. Maintains Booklist through University Electronic Bookstore.
28. Collaborates with the Registrar's office to submit semester course schedules and schedule changes, as needed.
29. Collaborates with other personnel to update the Heritage University catalog for the nursing programs.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other functions as necessary or assigned by the Director/Chair of the Department Nursing. Some work responsibility activities regularly occur outside of the traditional 8:00 am – 5:00 pm PST work day hours. Schedule is adjusted on a weekly basis to accommodate those needs/activities.

SCOPE OF RESPONSIBILITY:

Knows the Philosophy, Mission, and vision of the Nursing Department and of Heritage University. Adheres to Nursing and Heritage goals, standards, policies and procedures. Demonstrates sensitivity toward the needs of the College of Arts and Sciences.

Can work autonomously and flexibly to meet goals in a complex environment. Contributes to consensus-building, and acts as a member of the Nursing Department team. Uses sound judgment and discretion in handling confidential information. Demonstrates ethical and professional comportment at all times. Highly responsive to requests and has a commitment to providing high quality service.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. Knowledge:** At least three years of experience in complex administrative management. Preference for Bachelor's degree; extensive work experience may be substituted for educational degree. Ability to interpret Nursing laws and regulations set forth by the Washington State Legislature.
- B. Skills:** Competence in complex computer software, including, but not limited to Microsoft Word, Excel, Outlook, PowerPoint, and Typhon.
- C. Abilities:** Organizational, interpersonal and planning skills. Ability to work as a member of a team. Ability to manage projects. Ability to respond promptly to the needs of students, faculty, administrators, and community partners with sensitivity, accuracy, and professionalism. Sound judgment for decisions and accountability for consequences.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references).
- HU Employment Application

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University
Office of Human Resources 3240 Fort Road Toppenish, WA 9894