



JOB DESCRIPTION

TITLE: Executive Academic Coordinator/Advisor for the Department of Nursing

COLLEGE/SCHOOL/DEPT: Arts & Sciences/Nursing

REPORTS TO: Chair, Dept. of Nursing/Dir. Of Nursing Program

FLSA: Non-Exempt

SALARY: \$36,000 - \$40,000

POSITION SUMMARY:

The **Executive Academic Coordinator/Advisor for the Department of Nursing** is responsible for key administrative responsibilities necessary to efficiently run the Department of Nursing at Heritage University. The Executive Academic Coordinator for the Department of Nursing 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 Nursing and Heritage University. The Executive Academic Coordinator for the Department of Nursing is a key player in maintaining communication between Nursing and other departments at Heritage, and with community partners including but not limited to Chief Nursing Officers and Presidents of Health Care Organizations and other professional academic leaders, and leaders of the Yakama Tribe; Legislative and Professional Nursing Organizations, including the Washington Board of Nursing, the American Association of Colleges of Nursing (AACN) and the Commission on Collegiate Nursing Education (CCNE).

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Meets daily with the Department of Nursing Chair to determine department priorities for the day. Tracks daily and weekly activities, tracks delegated responsibilities, actions and results.
5. Maintains and distributes Department of Nursing comprehensive calendar of events.
6. Organizes and maintains directory of Community of Interest (COI) Advisory Board; Schedules regular meetings, prepares agendas and distributes meeting minutes to the COI.
7. Manages site and preceptor affiliation agreements.
8. Assists the chairs of the Nursing Department and Program Evaluation committee to map program outcomes to accreditation standards and to monitor achievement of objectives.
9. Distributes and analyzes data for the Washington Board of Nursing (BON), the American Association of Colleges of Nursing (AACN) and the Commission on Collegiate Nursing Education (CCNE).
10. Performs data entry, stewardship, analysis, and compilation for program evaluation.
11. Prepares American Association of Colleges of Nursing (AACN) and Washington State Department of Board of Nursing accreditation reports and all required documents under the direction of the Nursing Department chair.

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12. Collaborates with Heritage University Student Services and Nursing Faculty in advising pre-nursing and nursing students at Heritage.
13. Collaborates with Heritage University Department of Admission in recruitment of transfer students for the BSN program.
14. 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.
15. Acts as the administrator for the American Association of Colleges of Nursing Centralized Application System (CAS).
16. Collaborates with the Clinical Placement Nurse Specialist in performing contracted background check corporation, immunization records, required safety documents, drug screens for students and adjunct faculty before they assume responsibility for nursing care.
17. Maintains the Heritage Nursing program web page.
18. Upgrades the student nursing handbook and nursing faculty handbook in accordance with Heritage and Nursing Policy changes.
19. Collaborates with the Chair of the Department of Nursing to collect and submit invoices, and prepare purchase orders.
20. Collaborates with the Chair of Policy and Bylaws Committee to update and maintain Nursing Department Policies.
21. Greets visitors and facilitates their communication with nursing faculty.
22. Assists and supports individual faculty or committees with event coordination, standardized patient encounters, workshops, conferences, and accreditation site visits.
23. Prepares and distributes agendas for faculty, committee, and other meetings, including monthly Nursing Faculty Assembly, BSN Curriculum Committee and Program Evaluation Committee.
24. Attends Nursing Faculty Assembly, BSN Curriculum Committee and Program Evaluation Committee meetings faculty meetings for the purpose of recording minutes and reports on activities.
25. Compiles, transcribes, and distributes minutes of meetings in a timely fashion.
26. Assists the Director with the development of program budgets, reports, operational adjustments and enrollment projections.
27. Assists nursing faculty travel in accordance with Heritage University guidelines. Manages Nursing faculty expense reports.
28. Creates and maintains student files in compliance with FERPA regulations.
29. Creates and maintains faculty files, including annual validation of faculty professional licenses and specialty certifications, required continuing education, and evaluation of faculty by students, peers and the Department Chair.
30. Collaborates with laboratory instructors in maintaining clinical laboratory equipment and inventories.
31. Assures that background checks for students and adjunct faculty before they assume responsibility for nursing care.
32. Orders and replenishes teaching resources and office supplies.
33. Collaborate with Heritage Department of Nursing Chair and HR in hire of faculty adjuncts.
34. 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 and Nursing Student Success and Retention Specialist.

35. Maintains Booklist through University Electronic Bookstore.
36. Collaborates with other personnel to update the Heritage University catalog for the nursing programs.
37. 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 workday hours. Schedule is adjusted on a weekly basis to accommodate those needs/activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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, professional practice standards, and accreditation requirements.
- B. Skills:** Competence in complex computer software, including, but not limited to Microsoft Word, Excel, Outlook, PowerPoint, Nursing CAS, CastleBranch 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 LINK: [HU App](#)

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 98948

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.