



WALLA WALLA COMMUNITY COLLEGE POSITION DESCRIPTION

Name of Employee: Stephanie Macon Moore **Date:** 12.17.19
Department: Unit M, Nursing Education
Supervisor: Kathleen Adamski, Dean of Nursing Education

JOB TITLE: Nursing Education Program Administrator, Clarkston Campus

General Description:

This position reports to the Dean of Nursing Education and is responsible for managing the Nursing Education Program at the Clarkston Campus. The Program Administrator serves as a liaison between the Nursing Education Program at the Clarkston Campus and various community health agencies and boards. Excellent communication with the Nursing Education faculty/staff at the Walla Walla Campus is essential to ensure that equivalent nursing education is delivered on both campuses.

Essential Functions:

- Leadership:
 - Possess the leadership skills for team building and support of the Clarkston nursing faculty and staff. Participation in the development of program policies, nursing curriculum, outcomes assessment, and accreditation documentation is expected.
- Student Success:
 - Act as a nursing student advocate.
 - Provide academic advising/counseling to a selected group of students in the Nursing Program.
 - Conduct interviews with prospective nursing students prior to meetings of the Admission and Progression committee
 - Meet with and advise students with a concern on their criminal background check
 - Ensure that disability student accommodations are met in accordance with college policy.
 - Limited classroom teaching responsibilities and/or serving as an advisor for the Professional Nursing Clubs.
- Student Outreach and Community Partnerships:
 - In conjunction with other college personnel, this position assists in the planning and implementation of student recruitment, enrollment, and retention.
 - Serve as a department liaison to the Clarkston campus community and to community healthcare agencies.
 - Professionally represent the Nursing Program in college and community activities to develop and sustain collaborations and/or partnerships.

Competencies:

- Exceptional verbal, written, and electronic communication skills with students, faculty, staff, visitors and industry partners that respects diverse cultural, ethnic, socioeconomic, and educational backgrounds.
- Excellent interpersonal and leadership skills with the ability to establish and maintain strong working relationships with communities of interest (students, college, community stakeholders, the media, etc.).
- Enthusiastic, energetic, self-motivated and creative with effective organizational skills.
- Ability to represent the College in a positive, professional manner to employees, students, community partners, visitors and the public.
- Ability to assume responsibility; deal effectively with problems and exercise good judgment when making decisions.
- Ability to teach nursing and enhance student academic success with the use of evidence-based teaching and assessment techniques, technology, curriculum evaluation and outcomes measurement.

Qualifications:

- Master's Degree in Nursing from an accredited college or university required.
- Three full-time equivalent years in clinical experience in nursing required.
- Registered or eligible to be a Registered Nurse in the state of Washington required.
- Demonstrated leadership and management experience required.

Supervisory/Managerial Responsibilities:

- Provide supervision and support to full- and part-time nursing faculty on the Clarkston Campus.
- Provide direct supervision to the classified positions of Nursing Skills Lab Coordinator and Nursing Program Coordinator on the Clarkston Campus.
- Recruit part-time clinical adjunct faculty; ensure that adjuncts' orientation, mentoring, and evaluation is completed.
- Participate in the hiring processes for full-time, tenure track, nursing faculty.
- Perform lead faculty duties for both first- and second-year nursing levels.
- Ensure that all student clinical placements and orientations are planned and completed.
- Coordinate the use of the Nursing Skills Practice Lab with the Nursing Assistant Program Coordinator
- Oversee the compilation and maintenance of student and program records according to college and regulatory guidelines.
- Prioritize and resolve a variety of day-to-day challenges or problems within the department.

Budget Authority:

- Participate in the development and monitoring of budget expenditures for the Nursing Education program on the Clarkston campus.
- Ensure that adjunct faculty contracts are created according to institution guidelines.
- Recommend major equipment purchases to the Dean of Nursing Education.

Work Environment/Physical Demands/Travel Required:

- Work Setting:
 - The work setting is indoors with standard office equipment and no expected exposure to hazards.
 - Repetitive typing on a personal computer can be expected.
- Schedule:
 - Standard business hours are Monday-Friday from 8:00 am-5:00 pm. Occasional evening and/or weekend work should be anticipated for professional meetings or student outreach activities. Summer work hours are normally adjusted to Monday-Thursday, 10-hour days.
- Travel Requirements:
 - Travel to the Walla Walla campus is expected at least 2-3 times per quarter; occasional travel can be expected for attendance at professional meetings.
- Tools and Equipment:
 - Standard office equipment: computers, printers, telephone, scanner, copy machine.
 - Use of ParScore® Scantron software
 - High-fidelity manikins
- Customer Interactions:
 - Frequent contact with students, faculty, staff, and community members.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Signatures:

This job description has been approved by the following appropriate supervisor(s). By signing below, the employee acknowledges an understanding of the requirements, and essential functions and duties of the position.

