VACANCY ANNOUNCEMENT

Nursing Program Coordinator I

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Nursing Program Coordinator I.

The mission of the Helena College-University of Montana Department of Nursing is to provide quality nursing education that prepares competent, safe generalists and to model and encourage life-long learners who are prepared for successful employment and leadership in the community.

Duties and Responsibilities

This position provides routine clerical and administrative functions for the Nursing Department in order to ensure delivery of specialized or narrowly defined services. The position coordinates all support functions for the faculty and director, maintains budget information, monitors expense activities, provides support to the accreditation process, and oversees and directs the flow of students/visitors in the nursing offices. In addition, the program assistant provides first contact information to students or visitors entering the nursing office, facilitates student-faculty connections during office hours, and makes appointments for students outside of faculty office hours.

Serves as a liaison with other academic, support, facilities, student and staff personnel at the college. This position supervises student work study staff.

Faculty and Program Support

- Assist nursing director and faculty with general office work — copying, filing, answering the phone, routing calls, taking messages, etc.
- Maintain instructional schedules and office hours for all faculty.
- Schedule meetings and keep calendar.
- Retrieve student information from Banner.
- Responsible for mail pickup and delivery for director and faculty.
- Take notes at meetings/ create minutes.
- Serve as proctor for exams.
- Maintain confidentiality regarding all information received and distributed through the program offices.
- Assists students with advising paperwork (PINs, course schedules, graduation applications, etc.)
• Coordinates the VA paperwork for student clinical onboarding.
• Assist nursing adjunct instructors with timecards.
• Works with local businesses, picks up orders as needed.
• Be a resource for newly hired nursing faculty.

**Departmental Management and Budget**
• Maintain general program budget information: prepare purchase orders, track requisition amounts.
• Monitor budget for nursing programs and assist program director with annual budget process.
• Assist program director with developing and maintaining semester Course schedules.
• Generate letters of appointment each semester and review with program director.
• Maintain and follow Tickler file system.
• Organize student application process, reviewing applications for completeness. Assists director in assigning points, scoring, and notifying applicants.
• Assist in updating/ maintaining nursing student files.
• Career Fair coordination.
• Assist with ordering clerical and nursing lab supplies.
• Supervise work study student(s).
• Notify appropriate departments for service needs (Maintenance or IT).

**Database Management/ Technology**
• Maintain current data in all program files: including syllabi, advisory committee lists, clinical contracts, student information, minutes, and other documents.
• Troubleshoot/assist faculty with instructional technology: Moodle, Smart Board.
• Maintain current information for Nursing website and Nursing Information page.
• Maintain end-of-program assessments.

**Customer Service**
• Direct all student inquiries to appropriate channels.
• Direct campus visitors when necessary.
• Relay all communications from internal or external customers to appropriate parties.
• Provide first contact information to students regarding academic program advising, online courses and educational resources.
• Provide customer service for current and prospective students.
• Greet and direct all office visitors, responding to routine inquiries and directing them to appropriate individuals.
• Manage nursing office traffic.

**Accreditation Activities**
• Generate, compile and organize all self-study documents and exhibits according to designated accreditation standards.
• Coordinate all aspects of scheduling and arranging on-site accreditation visits, including but not limited to room scheduling, meals and lodging/transportation for visitors.
- Assist program director with annual reports and program reviews.

**Minimum Qualifications**

- Associate Degree in Business-related field or equivalent combination of education and work experience in an administrative support position.
- Skill in the use of personal computers and Microsoft Office Suite software components (Word, Excel, Outlook, TEAMS).
- Experience with operation of general office equipment, including multi-line phone systems, photocopiers, and printers.
- Working knowledge and/or experience with Banner or similar personnel-related databases.
- Able to work in an open office area with frequent interruptions, while maintaining concentration and organization.
- Valid Montana driver’s license

**Benefit and Salary Information**

$12.55 - $15.69 hourly.

Benefits include a comprehensive and competitive group benefits package, including Insurance package, mandatory retirement plan, partial tuition waiver, professional development, and wellness program.

**How to Apply**

**Priority Application Date:** Monday, July 4, 2022 @ 11:59 p.m.

Review of applications will begin after date above and continue until the position is filled.

Submit the following materials:

- **Letter of Interest** – addressing the stated required skills for the position
- **Detailed Resume** listing education and describing work experience
- **Names and contact information of three professional (3) references.**

**Apply Here**

Incomplete applications may not be considered.

**Union Information:**

Union Information link **MFPE CBA**
Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

**Criminal Background Investigation is required prior to Offer of Employment**

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

**ADA/EOE/AA/Veteran's Preference**

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.

Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility.

Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

**Testing**

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name:  
First Name:  
Middle Initial:  

Gender:  
[ ] Male  
[ ] Female  

Race/National Origin:  
[ ] White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.  
[ ] Black (not of Hispanic origin): all persons having origins in any of the black racial groups.  
[ ] Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  
[ ] Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.  
[ ] American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:  
[ ] No Military Service  
[ ] Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.
☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?
☐ Newspaper ☐ Job Service ☐ Referral ☐ Posting ☐ Web ☐ Career Fair ☐ Other: