

Edison State Community College invites qualified candidates to apply for the full-time position of Academic Project Specialist - Nursing. The Academic Project Specialist - Nursing (APS) will manage various projects, coordinate processes, and provide administrative support for the Associate Dean of Nursing & Emergency Medical Services (Supervisor), as well as provide backup support to the other APSs. The APS is required to work with minimal supervision and expected to keep a level of confidentiality regarding all areas managed by the Associate Dean of Nursing & Emergency Medical Services. The APS uses problem-solving skills to effectively help students, staff and external contacts.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

Reception/Front Line Support

- Serves as the primary contact for students and outside contacts for the Nursing program.
- Is knowledgeable of the programs and their requirements and provides information as appropriate.
- Provides customer support to faculty/students and works with the faculty and Supervisor to resolve issues.

Equipment/Purchasing

- Purchases equipment, services and supplies for the academic programs as requested by the faculty and as approved by the Supervisor.
- The APS must be familiar with the use of Colleague, Blackboard, and other campus systems to complete processes and obtain information as required for the position.

Program/Process Support

- Coordinates meetings of program-related committees, including recording, preparing, and distributing minutes.
- Works with faculty and the Supervisor to maintain curriculum forms and proposals.
- Assists in the preparation of term schedules, student registration, orientations, and maintenance of student records.
- Assists in updating public information regarding the programs including student handbooks, the website and program publications.
- Assists with student admissions processes including applicant tracking, providing information, collecting and managing documentation, and notifying students of admissions processes and decisions.
- Facilitates processes and maintains data, documents and records related to the nursing program including, but not limited to, preceptor data and feedback, attrition and graduation records.
- Maintains student records as needed to meet program accreditation requirements.

- Assists in the preparation of documents and reports for accreditation processes.
- Coordinates student, graduate, and employer surveys.
- Maintains student faculty and staff training records as required to support the programs.

External Agreements

- Uses templates provided to prepare clinical agency agreements.
- Manages records on program agreements and maintains files of that documentation.

Other as assigned

- Provides backup for the other APSs as needed.
- Other duties/projects as assigned by the Supervisor.

Required Knowledge, Skills, and Personal Qualifications:

Person must be:

- service oriented,
- able to work within a team,
- able to maintain confidentiality,
- able to multi-task,
- an effective problem solver,
- organized,
- able to work independently,
- able to easily resume work after interruptions,
- skilled with computers and software applications.

Experience with administrative computing systems, word processing, spreadsheets, and course management software is preferred. Edison State currently uses Microsoft Office, Colleague, and Blackboard.

Preferred Experience:

1-3 years office experience.

Required Educational Background:

Associate degree.

Supervises following staff:

None.