

POSITION DESCRIPTION

Position Title: Graduate Program Coordinator
Department: Nursing
Reports to: Chair of the Department of Nursing

Position Summary

- Participate in the management of present and future needs of graduate nursing programs, including faculty, budget, and facilities under the direction of the Department Chair
- This appointment is for three credit hour equivalents of the individual's academic workload

Selection and Terms of Service

- Appointed by Department Chair
- Serves a period of 3 years which can be renewed

Essential Functions, Major Duties and/or Accountabilities

- Coordinate policies, guidelines and practices of the MSN Program with others related to the department
- Participate in the management of the MSN program with the Department Chair
- Prepare budget recommendations for the Department Chair
- Suggest appointments and assignments of faculty and staff for MSN courses and programs to the Department Chair
- Supervise administrative staff assigned to MSN program
- Assist with preparing reports required by oversight committees and organizations
- Maintain and update the Graduate Nursing Student Handbooks, policies, guidelines and procedures
- Coordinate the development of policies relevant to admission, progression, and graduation from the MSN program
- Assist MSN students in exploring issues and/or concerns relevant to achieving academic goals
- Participate in departmental meetings and committees
- Chair MSN Committee meetings
- Serve as a liaison to the UVU Graduate Council
- Collaborate and interface with others (service and academic) with regard to planning, implementing, and revising curriculum for current and future MSN offerings
- Participate in the ongoing evaluation of the MSN program
- Evaluate data and determine methods to improve MSN program
- Serve as a liaison to the Department of Nursing Advisory Committee
- Assist in the development of the department's strategic direction

Supervisory Responsibilities

- Supervise administrative staff assigned to MSN program

Special Requirements of Position

- Strong interpersonal, leadership and organizational skills
- Commitment to scholarly achievement and excellence in instruction and resource development
- Experience in curriculum planning, implementation and evaluation; experience in graduate programs preferred
- Ability to work and communicate with students, faculty, staff, department chair, university administration and community leaders

- Competence in management, supervision, faculty development and program development

Qualifications

- Licensed as a registered nurse in the State of Utah
- Doctorate degree in nursing or related discipline
- Contract faculty in the Department of Nursing
- Minimum of three years teaching in nursing
- Documented educational preparation in curriculum and instruction preferred