

Program Coordinator
Nursing & Health Sciences Division
Position # 25-020

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch campus in Ripley, WV. (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate's and bachelor's degrees.

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

Pay Grade

04

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Function/Summary

This position will evaluate and monitor all student records to verify requirements are met for program admission, junction points, and graduation are met for the nursing and other allied health professional programs.

Minimum Qualifications

Education:

- Associate's degree in a related field or an equivalent combination of education and/or experience.
- Bachelor's degree (preferred).

Experience:

- Two years of administrative associate experience in an administrator level office environment.
- Two years of experience maintaining and extracting data from a database.

Licensure:

- Must possess or obtain CPR/AED certification.

Knowledge, Skills & Abilities

- Knowledge and familiarity with Microsoft Office or similar software.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to maintain a welcoming environment.
- Demonstrated multi-tasking ability.
- Possess team building and leadership skills.
- Strong customer service skills.

Duties/Responsibilities

Frequency:	Duties:
80%	<p><u>Maintenance of Health Sciences Database and Student Support</u></p> <ul style="list-style-type: none"> • Consult with necessary persons and departments regarding programs, advising, scheduling of courses, testing requirements, academic progression, and the requirements for graduation, licensure and/or certification • Accepts applications for students applying for admission of health science programs. • Evaluates transcripts and reports required credits for completion of program. • Verify ACT score & HESI A2 score, calculate and prescriptive GPAs and enter grades of prerequisite coursework for admission. Notify applicants of status (denied, admitted, waitlisted). • Verify admitted applicates have completed and documented physicals, immunizations and background checks, etc. Notify students of updates regarding clinical practice requirements. • Provide feedback and assistance to relevant departments and/or committees and Chairperson regarding student admission status and information. • Oversee drug testing process for all health sciences students. • Order, schedule and oversee administration of all standardized admission, progression, exit, and certification exams and NCLEX Live Review courses for all health science students. • Prepare and process nursing graduate licensure applications for the NCLEX for graduating students and submit applications to WV State Board of Examiners for Registered Professional Nurses. • Oversee graduation processes. • Oversee the process of surveying faculty, students, graduates, and employers as required by program accreditation. • Maintain computer lab and laptops. • Prepare and distribute all facility contracts too assure clinical hours and rotations meet program guidelines. • Maintain and update division handbooks.
20%	<p><u>Departmental Support</u></p> <ul style="list-style-type: none"> • Provide data for completion of regulatory and accreditation reports. • Serves as liaison for student nurses and faculty. • Other duties as assigned.

Posted

11/20/2024 with an application deadline of 12/09/2024.