To apply, submit an employment application (click here for application), resume, and letter of interest to: Campus Director
4775 Indian School Rd NE Suite 200
Albuquerque, NM 87110

NURSING ASSISTANT PROGRAM COORDINATOR
Position Description

Summary
The Nursing Assistant Program Coordinator has primary responsibility and authority to administer the Nursing Assistant Program. This position reports on matters relating to teaching, advising students, utilizing and teaching the state required Nursing Assistant curriculum, program revisions, clinical site management, textbook selection (if applicable), and Nursing Assistant pass rates on state examinations in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Nursing Assistant Program Coordinator must satisfy the following minimum qualifications:
1. Registered nurse with a minimum of an Associate of Science in Nursing; and
2. A minimum of two years of experience as a licensed nurse, one year (1750 hours) experience in long-term care facility; must have completed a course in teaching adults and/or experience in supervising CNA’s; must be approved to coordinate/direct the course by the state agency governing the requirements for Nursing Assistant programs.
3. RN licensed in state governing the Nursing Assistant Program.

Skills and Attributes
The Nursing Assistant Program Coordinator must possess the following skills and attributes: management and leadership skills; organizational skills; strong interpersonal and communication skills.

Essential Functions
The Nursing Assistant Program Coordinator performs the following essential functions:
1. Personnel
   A. Recruits, interviews and recommends qualified persons for open positions.
   B. Arranges for coverage of classes during own absences and emergency leave.
   C. Promotes rapport within the campus and community.
   D. Oversees administration of the Nursing Assistant program.
   E. Evaluates annually Nursing Assistant instructional staff.
   F. Establishes appropriate job descriptions for Nursing Assistant program.
   G. Assigns faculty loads in accordance with state’s policy and regulations.
   H. Fosters development of the team concept of program responsibility and commitment to the Nursing Assistant program objectives and mission by encouraging active participation of program members.
   I. Participates in local, state and national Nursing Assistant and nursing meetings.
2. Budgets
   A. Makes recommendations regarding equipment and software purchases and equipment maintenance contracts.
   B. Prepares an annual budget proposal in consultation with program staff.
   C. Arranges for the procurement and inventory of supplies and instructional materials.
3. Administration
   A. Attends and participates in the department of nursing meetings.
   B. Attends and participates in faculty meetings.
   C. Participates in Nursing Assistant accreditation reviews and reports.
   D. Coordinates program to meet state Nursing Assistant requirements.
   E. Assists in publicizing and disseminating information about the Nursing Assistant program.
   F. Works with admissions personnel in properly recruiting students.
   G. Coordinates program agreements/contracts with outside entities.
   H. Participates in professional organizations, as appropriate.
   I. Provides an environment conducive to learning for students and nursing.
   J. Promotes development of students and faculty.
   K. Ensures ongoing evaluation of Nursing Assistant program.
   L. Hears and assesses faculty and student concerns.
   M. Communicates accurately university policies and procedures.
   N. Maintains meaningful working relationships with Nursing Assistant clinical agencies that provide clinical experiences for students.

4. Advising
   A. Serves as the primary advisor for the Nursing Assistant program.
   B. Serves as mentor and advisor for the Nursing Assistant faculty at the campus.

5. Curricula
   A. Reviews projected offerings for the program on a quarterly basis and recommends needed revisions to the Nursing Assistant Program.

6. Teaching Load
   A. Responsible for teaching and clinical supervision depending on need and time availability.

7. Regional Responsibilities
   A. Researches new programs as requested.
   B. Assists the School of Nursing in auditing Nursing Assistant programs as requested.
   C. Researches and advises leadership in the development of new Nursing Assistant programs.
   D. Assists in monitoring the progress for Nursing Assistant programs in the region.

8. Performs other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Nursing Assistant Program Coordinator reports to the Academic Dean.
2. This position has no supervisory responsibilities.

**Physical Requirements**
The Nursing Assistant Program Coordinator must be able to speak, hear, see, read, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 40 pounds.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.
Classification
1. FLSA: Exempt
2. IPEDS: Instruction

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Nursing Assistant Program Coordinator.

Signature _______________________________ Date _______________________________

Print Name _______________________________