Academic Program Coordinator
Position Description

Overview
The College of Nursing is seeking an Academic Program Coordinator that will be responsible for the coordination of projects and activities to support academic program efforts of the College of Nursing.

Responsibilities

- Maintain records, monitor reports, and track compliance related to accreditation and other requirements (50%)
  - Manage data reports and administrative aspects of accreditation activities including preparation of accreditation reports.
  - Manage data reports and administrative aspects of program evaluation for the academic programs.
  - Coordinate activities to insure ongoing compliance with accreditation and other regulatory standards related to the academic programs.
  - Conduct background research, compile, review and prepare written reports and presentations related to academic nursing program issues to address college, campus, accreditation and/or regulatory needs.
- Manage course and academic program planning activities (30%)
  - Prepare and submit materials for university bulletin, course schedules and website.
  - Coordinate submission of course and program changes for campus approval.
  - Coordinate preparation and submission of course schedule including final exam scheduling.
- Manage activities associated with academic program, faculty and staff (20%)
  - Prepare, develop, and distribute faculty and staff handbooks.
  - Coordinate work groups addressing academic nursing issues and concerns.
  - Assist in the writing and preparation of grants and project proposals to external funding agencies related to the academic programs.

Qualifications
The successful candidate will possess the following qualifications:

- Master’s degree
- Three years responsible experience
- Demonstrated excellent customer service
- Demonstrated excellent written and oral communication skills
- Experience managing projects
- Experience with data management
- Strong communication and organizational skills
• Strong interpersonal skills and ability to work effectively with individuals from diverse backgrounds
• Ability to be flexible and manage multiple activities simultaneously and to be interrupted and manage unexpected needs
• Proficiency with Microsoft Office (Word, Excel, Access, PowerPoint)

**Minimum Salary**

$3,375/month

**Application Deadline**

April 22, 2016

**Application Instructions**

To apply: [https://myhr.umsystem.edu/psp/tamext/STLOU/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=5](https://myhr.umsystem.edu/psp/tamext/STLOU/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=5)

Applicants must combine all application materials (cover letter, resume, and list of three references with contact information) into one PDF or Microsoft Word document and upload as a resume attachment. Limit document name to 50 characters. Maximum size limit is 11MB. Do not include special characters (e.g., /, &, %, etc.).

For questions about how applicants apply, please call (314) 516-5381, or if you are experiencing technical problems, please email [mailto:pshrsupport@umsystem.edu](mailto:pshrsupport@umsystem.edu).

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