

## **Duke University School of Nursing**

### **Job Description**

**HR Title: Program Coordinator**

**Working Title: Doctoral Student Operations Specialist**

**Job Code: 2321**

**Job Level: 10**

**Updated 9/2021**

### **General Purpose**

With minimal supervision, and independent judgment, provide a high level of operations and administrative support to the PhD and DNP Students (BSN-DNP/Post MSN Program). Perform complex, diverse, and confidential support of activities including, but not limited to: student scholarship, assist with grant management and reporting. Follow-up and accuracy are essential requirement in this job description. All tasks must be performed in a timely manner.

### **Supervisor**

This position reports to the DNP and PhD Program Assistant Deans for the Duke University School of Nursing.

### **Specific Duties:**

#### Doctorate of Nursing Practice (DNP) Students

- Oversee a comprehensive effort to support students in the BSN/MSN to DNP program programs including assisting the Assistant Dean in coordination of student advising.
- Provide support and assistance with program event planning
- Tracking of student milestone completion and other program requirements.
- Track student scholarly dissemination: poster presentations, podium presentation, and publications for use by the Program Assistant Deans and Directors for reports due to the graduate school, DUSON and other external agencies
- Disseminate student accomplishments (e.g. projects, research studies, presentations, awards, publications) through reports to appropriate stakeholders and via appropriate social media and other communications.
- Assist the Senior Program Coordinator of the DNP program as requested.

#### Doctorate of Philosophy in Nursing (PhD) Students

- Oversee a comprehensive effort to support students in the PhD program including assisting the Assistant Dean in the coordination of student advising, program event planning, and maintain a PhD program calendar.
- Tracking of student milestone completion and other program requirements.
- Track student scholarly dissemination: poster presentations, podium presentation, publications for use by the Program Assistant Deans and Directors for reports due to the graduate school, DUSON and other external agencies
- Disseminate student accomplishments (e.g., projects, research studies, presentations, awards, publications) through reports to appropriate stakeholders and via appropriate social media and other communications.
- Coordination of the PhD Program Student Pilot Study fund: calls for proposals, reviews, awards, tracking timeline of pilot and monitoring spending.

- Assist students with financial management of research grants and grant related purchases
- Assist students with research-related travel arrangements. Track financial reporting for student travel, projecting travel expenses and estimating the needs of the students. Maintain records of travel expenditures; submit forms for reimbursement. Independently follow up to ensure all payments are received and are correct.
- Coordinate student enrichment opportunities such as brown bag lunches and trainings.
- Manage student communications on student learning platforms such as Sakai and Canvas.
- Support student initiated activities such as events organized by the PhD Student Representatives.
- Support the work of PhD Committees and Taskforces (e.g., Admissions, Curriculum)

**Requirements:**

**Education/Training**

Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program.

**Experience**

Work requires one year of experience in program administration or involving academic, instructional or counseling activities to acquire skills necessary to plan, coordinate and implement a variety of program activities and events.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

**Skills**

Demonstrated Knowledge and Skills

- Bachelor's degree optional
- Student centered approach
- Effective written and verbal communication.
- Time management, especially able to flex effort with changes in the work flow.
- Able to develop effective working relationships.
- Ability to work with sensitive information.
- Proficient in Microsoft Office and database software.
- Budget management
- Project management

Administrative assistant, public relations, office management