

Duke University School of Nursing HR Title: Program Coordinator
Working Title: Doctoral Student Operations Specialist
Job Code: 2835
Job Level: 11
Updated: 12/2025

General Purpose

With minimal supervision, the person is responsible for the overall direction and daily operations of the Doctor of Nursing Practice Program, which includes the DNP program in conjunction with the program assistant dean and other program staff. Works with Program Director and faculty to develop short- and long-range strategic plans for the direction and implementation of all activities that comprise the program apart from specific course content delivered by faculty.

Supervisor

This position reports to the Assistant Dean of the DNP program.

Essential Duties

1. Program Operations & Communication
 - Manage day-to-day operations of the DNP program, ensuring timely and accurate communication with internal and external stakeholders including faculty, students, vendors, and staff.
2. Student Support & Advising Coordination
 - Oversee comprehensive support for students in the BSN/MSN to DNP tracks.
 - Assist the Assistant Dean in coordinating student advising and tracking student progress.
3. Event Coordinator for DNP Program
 - Plan, implement, and evaluate program events such as student orientation, on-campus intensives, and graduation recognition (both in-person and virtual).
 - Coordinate logistics including venue reservations, technology, catering, and communications with relevant parties.
4. Admissions & Application Management
 - Communicate with applicants, schedule interviews, and respond to inquiries.
5. Data Management & Reporting
 - Track student milestone completion and program requirements using systems such as Typhon and Qualtrics.
 - Manage and disseminate data for accreditation, national surveys, and internal reporting.

- Prepare for onsite and virtual accreditation visits with internal and external stakeholders.
- 6. Supervise and Coordinate Student Scholarly Dissemination
 - Track and report student scholarly activities and publications.
 - Disseminate student accomplishments through reports, social media, and other communication channels.
- 7. Budget Management
 - Manage program budgets, including preparation of proposals, narratives, and financial reports.
 - Communicate financial status and trends to the Associate Dean and process reimbursements and bills in accordance with university policies.
- 8. Administrative Support
 - Provide selected complex, diverse, and confidential administrative support to the DNP director.
- 9. Other Duties
 - Perform additional responsibilities as assigned to support the success of the DNP program.

Minimum Qualifications

Education

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

Experience:

Work requires three years of relevant experience and a broad knowledge of analytical, communications, organizational and accounting principles and practices OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Demonstrated knowledge and skills:

- Superior written, verbal and interpersonal communication skills; excellent customer service attitude
- Data management and reporting skills with demonstrated ability to use database tools to extract, organize and report complex and confidential data
- Critical thinking skills
- Ability to work both independently and as a cooperative team member
- Highly developed organizational skills with attention to detail
- Initiative to organize and follow through with complex tasks to consistently produce high quality results and meet deadlines.
- Effective time management, especially the ability to flex effort with changes in the workflow
- Ability to manage multiple projects/assignments and collaborate with multiple project managers in a fast-paced, deadline-oriented environment

- Able to develop effective working relationships with diverse individuals/groups
- Ability to work with sensitive information and maintain strict confidentiality
- Proficient in Microsoft Office and database software
- Budget Management
- Project Management
- Problem solving and prioritization skills