

Duke University School of Nursing

Job Description

HR Title: Program Coordinator

Working Title: Program Coordinator, Nurse Anesthesia Program

Job Code: 2901

Job Level: 11

Updated: 8.8.23

General Purpose

With minimal supervision, latitude for discretion and independent judgment, provide a high level of administrative support to the Duke University Nurse Anesthesia Doctor of Nursing Practice (DNP) Program and the nurse anesthesia faculty. Meet support needs of assigned faculty related to their academic and scholarly activities and to the program and students related to requirements of the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) including clinical credentialing and onboarding of students. Assist with approved purchasing, expense reimbursements, and other items of administrative nature.

Supervisor

This position reports to the Program Director of the Nurse Anesthesia DNP Program for the Duke University Graduate School of Nursing.

Nature of Responsibilities:

- Plan, coordinate, and administer activities for the Duke University Nurse Anesthesia DNP program (DUNAP)
- Collaborate with and support Admissions Officers with coordinating recruitment and admissions activities related to prospects and/or applicants to the CRNA program within the SON
- Collaborate with program, school, university faculty and staff, and stakeholders to provide equitable treatment to not only students but all individuals encountered
- Collaborate with appropriate departments to support the Nurse Anesthesia Program's communication and public relations efforts via the web, publications, and at in-person and online events.
- Coordinate public relations events interfacing with current students, alumni, and stakeholders to
- ensure continued involvement with DUNAP activities.

Specific Duties:

- Oversee a comprehensive effort to support the DUNAP, faculty, and students including coordination of student advising, support simulation efforts, preparation of first draft end of semester summaries, student recruitment, creation and distribution of evaluations and surveys, facilitate student services (i.e., support education technologists with arrangements for students with accommodations, etc.), coordinate program event planning such as information sessions, Open House events, and applicable DUNAP workshops, orientation, alumni activities.
- Possess administrative skills necessary to perform tasks related to regulating bodies including but not limited to:
 - Programmatic compliance with COA standards, reaccreditation, and other COA requirements or requests Typhon-related requirements including review of students' monthly logs, time logs, and conference logs.
 - North Carolina Board of Nursing compliance
 - AACN compliance

- Ensure site compliance for all clinical sites (800 clinical preceptors; AHEC housing applications, review AHEC housing invoices, etc.)
- Gather data for annual reports (HRSA, COA, State of the School address, Advisory Board Meetings, etc.)
- Oversee credentialing requirements involving Castle Branch and Rotation Manager
- Work in consultation with the Office of Admissions and Student Services and the SON; Financial Aid Office to coordinate efforts around prospect recruitment, admissions criteria, review of applications, coordinating the interview process for candidates, financial aid opportunities, financial protocols and access to accounts; recruitment of underserved or underrepresented minorities
- Prepare classroom materials as requested by faculty. Assist faculty with on-line courses, using Sakai/Canvas software applications. Gather information from multiple sources, compile material in coherent fashion and prepare for presentations and distribution to groups. Prepare Power Point and other presentations. Perform web-based searches to gather information as required by faculty.
- Compile and track student and programmatic data.
 - Compile and prepare first drafts of letters, memos, presentations, etc. for faculty. Compose, format, proofread, and edit correspondence, reports and other material. Review and proofread all outgoing material for grammar, accuracy and completeness. Alert author to discrepancies.
 - Prepare, update and maintain electronic databases (i.e., Endnote, Reference Works, Covidence, etc.) and libraries. Assist with grant-related work activities; Literature searches
 - Coordinate travel arrangements for faculty by booking flights and hotel accommodations; maintain records of travel expenditures; submit forms for reimbursement. Independently follow up to ensure all payments are received and are correct. Ensure all materials needed during travel are included in the travel folder.
 - Submit faculty and programmatic receipts for reimbursement
 - Work with the Business Office as necessary to prepare requisitions and coordinate approved purchases. Provide required purchase documentation. Follow up on receipt of items ordered.
 - Oversee and coordinate preparation of materials for special projects and various reports. Coordinate the distribution of announcements and other materials to faculty, staff and students.
 - Set up and maintain files in logical system. Ensure consistency between the electronic and regular files, and have detailed knowledge of what is contained in those files. Independently review files to ensure they are as up to date as possible, they are orderly, and contain only pertinent information; archive or purge files according to record retention schedule or as directed by faculty.
 - Assist with budget management

Requirements:

Demonstrated Knowledge and Skills

- 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 systems