VACANCY ANNOUNCEMENT

POSITION (position number A3C086)

Adams State University invites applications for a Clinical Placement Coordinator in the Nursing Department.

STARTING DATE
Available immediately upon hire.

POSITION DESCRIPTION
We seek an energetic, enthusiastic, and broadly trained professional who loves working with adult learners and shares our dedication to nursing excellence. Major responsibilities include:

1. Managing all aspects of undergraduate nursing clinical placement.
2. Seeking out and securing new nursing clinical sites for clinical placement.
3. Ensuring clinical contracts are in place, signed, current, and accurate with each facility.
4. Acting as a liaison for all student, faculty, preceptor, and agency inquiries for undergraduate clinical placement.
5. Creating, reviewing, and revising all associated clinical materials for students, faculty, and agencies.
6. Creating and maintaining a tracking system to schedule, manage, and maintain all clinical placements and associated clinical requirements.
7. Tracking preceptor and clinical faculty information.
8. Managing clinical scholar contracts.
9. Developing and maintaining alliances throughout neighboring nurse compact state agencies to coordinate clinical placements.
10. Advising nursing students.

Adams State University currently offers a Bachelor of Science in Nursing degree in two program tracks: 1) Traditional Four Year BSN Program, and 2) RN to BSN Completion Program. Housed on our campus is a state-of-the-art nursing simulation laboratory.

QUALIFICATIONS
Minimum qualifications at the time of appointment must include the following:

- Associate Degree, Bachelors preferred
- A nursing degree is not required but some knowledge about nursing and nursing education is desired.
- Proficiency in Microsoft word applications (Word, Excel, Access, PowerPoint)
- Experience in public relations and/or professional networking
- Excellent communication and interpersonal skills
- Ability to work effectively as a team member
- Detail-oriented and demonstrates excellent organization skills
- Ability to travel
SALARY
Salary will commensurate with experience. Adams State University offers a competitive benefits package.

FURTHER INFORMATION
Located in Alamosa, Adams State College is a state-supported, primarily undergraduate institution in the San Luis Valley, a rural and agricultural area of south-central Colorado, approximately 3.5 hours from both Denver and Albuquerque and 2.5 hours from Santa Fe, NM. The college is designated as a Hispanic Serving Institution and as a regional education provider. Additional information about the University and the department may be found at http://www.adams.edu/ and http://www.adams.edu/academics/nursing. Information about the community and surrounding area can be found at http://www.alamosa.org/

APPLICATIONS
Applicants should send a detailed letter of application addressing their professional interests and goals. In their application letter, applicants should also indicate how working at Adams State University, a small university in a rural environment, will align with their goals. A complete application will also include a curriculum vitae, copies of college transcripts (unofficial copies are acceptable), a portfolio demonstrating technical proficiency in Microsoft Word applications as well as public relations experience, a list of five professional references, and three current letters of recommendation addressing your experience and how that experience aligns with the qualifications for this position.

Send your completed application to:
Dr. Amanda Jojola
Adams State University
Nursing Department
208 Edgemont Blvd., Suite 2250
Alamosa, CO 81101
Phone: (719) 587-8134
E-mail: ajojola@adams.edu

Review of completed applications will begin immediately and continue until the position has been filled. Receipt of applications will be acknowledged by a letter.

An Affirmative Action/Equal Opportunity Employer

Adams State University is particularly interested in applications from women and minorities.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.
Adams State University and the Nursing Department is dedicated to providing a safe and secure environment for our faculty, staff, students, visitors, and clinical patients. To assist in achieving that goal, prior to employment, we conduct background checks on persons offered positions as described in the background check policy.