

Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Program Manager, School of Nursing

DEPARTMENT: School of Nursing

SALARY LEVEL: Five (5)

EMPLOYMENT DEFINITION (STATUS): Full-time Administration

SUPERVISOR: Office Administrator, EPS

SUMMARY OF FUNCTIONS:

Reporting to the Office Administrator, with day-to-day supervision and direction provided by the Director, School of Nursing, the Program Manager will provide day-to-day coordination and management for the efficient implementation and continuous improvement of the School of Nursing Programs which includes oversight over clinical instructors and placements. The Program Manager will also lead the creation of annual plans and short/long term strategies congruent with the School of Nursing's strategy to sustain and enhance the growth and expansion of the relevant program (and School of Nursing); and implement such strategies and plans that will contribute to the recruitment of nursing students and instructors on behalf of Nipissing University.

DUTIES AND RESPONSIBILITIES:

Recruit, rehire and manage academic staff and clinical instructors (30%)

- Support associated academic staff during each term
- Working with the Director of the School of Nursing, attract, interview and hire high quality lecturers and clinical instructors as required
- Plan, develop and implement orientation for students
- In collaboration with the Clinical Placement Coordinator(s), plan, develop and implement orientation workshops as needed to prepare new clinical instructors in clinical sites
- Ensure textbooks, course outlines, email/IT connections, H.R./payroll forms, supplies, etc., are in place for the academic staff to function at the start of each term
- Supervise staff in own area of functional responsibility and ensure a high level of performance (such as but not limited to support staff, Clinical Placement Coordinator and Clerk)
- Provide guidance to full and part time faculty

Contribute to strategy creation, development and continuous improvement (25%)

- In collaboration with the Director, School of Nursing, and the Dean, assess/monitor opportunities for market expansion
- Plan and support program review/analysis of programs and existing partnership arrangements
- Lead the CASN Accreditation process and CNO program approval and manage follow-up activities relative to the relevant Program
- Drive continuous improvement methods and seek changes that will enhance the reputation of the program with stakeholders and increase operational effectiveness/efficiencies as per results of program review/analysis
- Provide operational summaries, updates and recommendations to senior management at Nipissing University
- Liaise with relevant stakeholders such as College partners, clinical agencies and students
- Support curricula and extra curricula improvements
- Create communication avenues/venues to provide program updates and to receive student feedback

- Work in conjunction with the Registrar's office, Finance, and other Nipissing University and College partners to improve student learning and experience

Counsel and support students

(20%)

- Working with internal departments, assist students in resolving academic, administrative and personal issues as needed (e.g. Academic Advising, Student Services, etc.)
- Work with College Program support staff and administration and agencies to maximize/enhance supports for students in the relevant nursing program
- Advocate on behalf of students to improve effectiveness of
- Coach and mentor students on a one-on-one basis where necessary and possible

Administer the relationship between Nipissing University and partner sites

(15%)

- Collaborate with each site's administrator to ensure that their interest of the students, Nipissing and partners are served
- Collaborate with the Clinical Placement Coordinator with regard to the clinical placement process
- Monitor and support management of the annual budget

Develop strategies and programs to attract, register and prepare new students in the programs

(10%)

- Plan, and develop a New Student Orientation (NSO) program for each student and/or partner site at the start of each calendar year to facilitate students transition into the program
- Participate in partner events, education/university fairs, marketing and promotional activities ensuring that they are in-line with overall School of Nursing strategic goals/vision/priorities

Other duties as assigned by Supervisor

QUALIFICATIONS:

Education: Bachelor of Science, Masters in Nursing or Education preferred

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Three to five years of administrative experience is required
- Highly organized
- Proactive
- Excellent interpersonal skills
- Superb communication skills
- Excellent working knowledge of MS Word, Excel, PowerPoint, e-mail
- Ability to maintain confidentiality
- Ability to work with minimal supervision
- Strong supervisory skills (including knowledge and experience with recruitment/HR hiring practices)
- Ability to multi-task
- Experience working in an academic environment and health care setting
- Knowledge of nursing and teaching/learning theory

RELATIONSHIPS / CONTACTS:

Supervised by: Officer Administrator, EPS

Workers Supervised: Clinical Placement Coordinator, Secretary (2)

Internal Contacts: Students, Faculty Staff

External Contacts:

- Health Care Agency Personnel National Accreditation Body (CASN -Canadian Association of Schools of Nursing)
- College of Nurses of Ontario
- Provincial Educators Group (COUPN – Council of Ontario University Programs in Nursing)
- Nursing community
- General public

MATERIALS UTILIZED:

- Academic Calendar
- Collective Agreements
- Teleconferencing/videoconferencing Technology
- Blackboard Learning Management System
- General Office Equipment

PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:

- Light to moderate demands
- Mental concentration
- Audio/visual concentration
- Some lifting
- Standing, Sitting, Walking
- Private office
- Travel across Ontario; overnight travel approximately once a month

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date