

# Host Site Coordinator I , Re-Entry Nursing Update Program

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**B/G/S:**

**Status:** Exempt

**Job Purpose:**

Coordinates preceptors and clinical sites for Nursing Re-entry grant. Reports to project director or host site director.

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## Description of Duties and Tasks

*Essential duties and responsibilities* include the following. Other related duties may be assigned.

1. Coordinates, implements, and assists with evaluation of the preceptor placement associated with the Nursing Re-entry grant.
2. Coordinates, places, and schedules students with preceptors in clinical settings (hospitals).
3. Maintains tracking data on preceptor participants.
4. Oversees and tracks student progress through program.
5. Serves as liaison to students, program administrators, and preceptors.
6. Gathers information for completion of reports and program assessment.
7. Handles correspondence to new and existing preceptors.
8. Verifies students' completion of preceptorship requirements.
9. Conducts hospital visits during preceptorship.

## Required Knowledge, Skills, Abilities and Experience

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to maintain a flexible work schedule.
- Effective communication and interpersonal skills.
- Effective organizational and planning skills.
- Two years related work experience
- Ability to work in a collaborative manner.
- Demonstrated ability to use word-processing, database, and spreadsheet software on a personal computer at intermediate level.
- Demonstrated ability to deal effectively with complex issues associated with delivery of on-line instruction of a healthcare program.

## Qualification Standards

**Education:** Bachelor's degree

**Licenses:** None.

**Other:** None

**Preferred:** Work experience in a hospital, clinical setting, or nursing school environment coordinating and scheduling students and preceptors.

**Last updated:**