Position Announcement

Job Title: Compliance Coordinator
Department: School of Nursing and Health Science (SONHS)
Reports to: Dean, School of Nursing and Health and Science Directors

Job Summary:

This is a 12-month position working Monday through Friday, 40 hours per week or as needed to complete job requirements. Responsibilities include student admission and progression requirements to assure compliance with local, state, and national regulations and accreditation standards. Administrative assistant duties and related tasks for the SONHS dean, chairperson(s), and faculty are additional requirements.

Essential Duties and Responsibilities:

Student Admission and Progression:
• As appropriate for respective departments and in conjunction with the SONHS recruiter, provides personal interview, phone, and/or email communications with prospective students;
• Manages student and program data via Banner, NursingCAS and WebAdmit site (and/or additional admission data management software/tools) for the SONHS;
• Provides assistance to faculty in recordkeeping, follow-up, and management of prospective and current student files;
• Maintains files and records to ensure compliance with all requirements of the local clinical agencies (i.e., CNE-GKC), Kansas State Board of Nursing (KSBN), the Commission on Collegiate Nursing Education (CCNE), the American Association of Colleges of Nursing (AACN) {nursing}; and the Commission on Accreditation of Athletic Training Education (CAATE) {athletic training};

Administrative Support:
• Provides office management and general administrative assistance for the SONHS administrative team and faculty;
• Demonstrates proficiency with programs offered through Microsoft Office Suite®;
• Assists with required data management and reports for accrediting bodies as directed by the SONHS dean and/or chairperson(s);
• Provides budgetary tracking, management, and compliance;
• Obtains equipment/supplies and processes respective acquisition/payment in a timely manner;
• Orders textbooks for programs as directed;
• Assists with StudentMAX® coordination and enters data as appropriate to maintain clinical scheduling needs and communication with clinical agencies;
• Maintains current faculty and student validation information for clinical experiences as outlined in the Collegiate Nurse Educators agreement and/or otherwise required by clinical agencies;
• Initiates and maintains current contracts with clinical facilities;
• Manages BANNER software via:
  a. Entering class schedule on BANNER program, and
  b. Performing fall, spring, and summer preregistration and registration entry via
     BANNER program;
• Distributes and tabulates class, Faculty, and graduate and graduate employer survey
  evaluation data;
• Coordinates and supervises work of student helpers;
• Coordinates ATI rosters and payments;
• Other duties as assigned by the SONHS dean and/or chairperson(s);

Qualifications/Skills Required:
• Excellent interpersonal skills;
• Strong written and verbal communication skills;
• A positive attitude and demeanor;
• Proficiency with Microsoft Office Suite® and computer software;
• The ability to prioritize tasks and work independently;
• The ability to maintain confidential materials and information;
• Problem-solving skills;
• Flexibility to deal with unexpected circumstances and maintain professionalism and
  poise;

Education and/or Experience:
• Minimum of one to two years administrative experience, preferably in higher
  education,
• College degree is preferred

Education and/or Experience:

To Apply: Send cover letter, resume and three professional references to:
  MidAmerica Nazarene University
  Attn: Human Resources
  2030 E. College Way
  Olathe, KS  66062
  hr@mnu.edu
  913 971 3294

Review of applications will begin immediately and continue until the position is filled.

MidAmerica is very much interested in reviewing applications from qualified
members of traditionally underrepresented groups in America, including women and
racial and ethnic minorities.