

JOB CLASSIFICATION: Non-Exempt, Full-Time Staff

SCHEDULE: Business Operating Hours with additional time as needed

LOCATION: Manhattan Campus

COMPENSATION: Salary Grade 9 (Hourly Rate \$17.85 - \$26.78)

Actual compensation offered will be based on the candidate's education and experience and determined within the approved salary range and available budget. This position is compensated on a salary basis equivalent to a 40-hour workweek at the hourly rate offered.

REPORTING RELATIONSHIP: Director of Nursing Education

PRIMARY ACCOUNTABILITIES:

The Nursing Education Program Coordinator supports the effective operation of Manhattan Area Technical College's (MATC) pre-licensure nursing programs including Practical Nursing (PN) and Associate Degree Nursing (ADN) and assists as needed with other healthcare program offerings. This position coordinates academic, clinical, and administrative processes across didactic, lab/skills/simulation, and clinical learning environments.

Serving as a primary point of contact for students, faculty, clinical partners, and internal college departments, the Coordinator ensures timely communication, accurate recordkeeping in compliance with Kansas State Board of Nursing (KSBN), Kansas Department for Aging and Disability Services (KDADS), and national accreditation standards (e.g., ACEN). Key responsibilities include scheduling, clinical placement coordination, compliance tracking, outcomes and accreditation data collection, student services support, purchasing and budget tracking, and coordination of program events such as orientation, pinning, and advisory committee meetings.

PERFORMANCE RESPONSIBILITIES:

Program Operations & Scheduling

- Coordinate academic calendars, course schedules, faculty workload tracking, room assignments, and lab/skills/simulation schedules.
- Maintain and publish master program calendars (didactic, clinical, simulation, testing, and meetings).
- Track faculty teaching assignments and support adjunct onboarding, including licensure, certifications, and required documentation.
- Reserve classrooms and simulation spaces and manage shared calendars.
- Proctor makeup or retake exams ensuring secure testing environments.

Clinical Placement Coordination

- Collaborate with clinical partners to secure placements and support affiliation agreement processes.

- Coordinate clinical site communication, orientation schedules, and onboarding requirements.
- Track and monitor compliance requirements (e.g., immunizations, background checks/KBI, drug screens, BLS, OSHA/HIPAA training, health insurance coverage) and escalate non-compliance as needed.
- Utilize compliance and placement systems such as myClinicalExchange and clinical partner portals.
- Ensure secure handling and transfer of healthcare records in compliance with HIPAA and FERPA.

Student Services & Advising Support

- Serve as the first point of contact at the program office, greeting visitors professionally and providing general information.
- Answer phones and voicemail promptly; route calls and emails to appropriate personnel.
- Respond to general inquiries and triage concerns to the correct resource.
- Support application, admission, registration, progression, and graduation processes.
- Prepare KSBN licensure application-related documentation for graduating cohorts.
- Assist with student orientation, bootcamps, and licensure preparation activities.
- Coordinate logistics for testing, standardized assessments, and pinning ceremonies (including ordering pins).

Accreditation, Compliance & Quality Improvement

- Assist with accreditation and regulatory activities, including ACEN reporting, KSBN re-approval, and site visit preparation.
- Maintain program policies and procedures and support consistent implementation across programs.
- Compile and validate outcomes data, including retention, graduation rates, NCLEX pass rates, employment outcomes, clinical evaluations, and end-of-program student learning outcomes.
- Ensure secure retention of student, program, and office records in accordance with federal, state, and accrediting body requirements.

Data Management & Reporting

- Maintain accurate student and program records in shared drives and the learning management system (e.g., Canvas).
- Prepare routine and ad hoc reports for leadership related to admissions, retention, completion, licensure outcomes, and job placement.

- Coordinate survey administration and compile results from students, alumni, employers, faculty, and clinical partners.

Faculty & Administrative Support

- Coordinate meeting agendas, materials, minutes, and follow-up actions for program committees and advisory boards in accordance with accreditation standards.
- Compile purchasing requests; process travel arrangements, reimbursements, and vendor communications.
- Coordinate all travel logistics for the department, including registration, arrangements, and reimbursement processing.
- Track budgets related to program operations and events.
- Assist with grant-related documentation and budget tracking as assigned.
- Develop and maintain shared templates, forms, standard operating procedures, and training resources.
- Independently manage office and lab supply inventory, including ordering and replenishment, to minimize faculty involvement in routine supply requests.
- Organize and maintain filing systems for program records; ensure timely filing, copying, scanning and shredding of confidential documents in compliance with program policy.
- Perform routine copying, scanning, and document preparation for faculty and administrative needs.
- Provide administrative support to the Dean and/or Program Director, including meeting preparation, scheduling assistance, and follow-up on action items.
- Provide basic training and troubleshooting for faculty on program-related software systems (e.g., LMS, Outlook, calendars, Teams, nursing shared drive, and OneDrive/SharePoint).

Communication & Events

- Draft and distribute program communications, announcements, and newsletters.
- Coordinate with Marketing and IT to maintain accurate and current program webpages.
- Organize orientations, pinning ceremonies, recruitment activities, and Program Advisory Committee meetings.

Other duties as assigned by Supervisor.

PRIMARY SKILLS/QUALIFICATIONS:

Required

- Two (2) years of administrative or coordination experience, or an equivalent combination of relevant education and experience.
- Experience working in higher education, healthcare, or an accreditation-driven environment preferred.
- Proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams), databases, and learning management systems (e.g., Canvas).
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills with high attention to detail.
- Ability to use sound judgement, discretion and strong organizational skills.
- Demonstrated ability to handle confidential information in compliance with HIPAA, FERPA, and institutional policies.

Preferred

- An associate's degree or higher in Nursing, Health Sciences, Education, Administration/Information Management or a related field.
- Experience coordinating clinical placements and affiliation agreements.
- Familiarity with ACEN standards, KSBN regulations, KDADS requirements, and compliance systems (e.g., myClinicalExchange).
- Experience with scheduling systems, electronic workflows, and basic data analysis or reporting tools (e.g., Excel, Power BI).

PHYSICAL DEMANDS:

- Ability to sit and/or stand for extended periods working at a computer.
- Ability to read screens, print materials and communicate effectively via print, email, phone and in-person.
- Ability to work occasionally evenings or weekends as needed.
- Ability to lift and move supplies up to twenty-five (25) lbs.

WORK ENVIRONMENT:

- Professional and deadline-oriented educational environment.
- Frequent interactions with students, faculty, staff, clinical partners and community members.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institution requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situation.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.