



Administrative Coordinator, School of Nursing

Edna Jenkins Mann School of Nursing

Union Commonwealth University

Position Summary

The Administrative Assistant for the Edna Jenkins Mann School of Nursing provides comprehensive administrative, operational, and organizational support to the Dean, faculty, staff, students, and external stakeholders. This position serves as a central point of communication within the School of Nursing and assists with daily operations, accreditation activities, regulatory compliance, student support, event coordination, and record management. The Administrative Assistant plays an important role in ensuring the efficient operation of the nursing programs while maintaining confidentiality, professionalism, and exceptional customer service.

Essential Duties and Responsibilities

Administrative Support

- Provide administrative support to the Dean and School of Nursing faculty.
- Answer telephone calls, emails, and greet students and visitors in a professional manner.
- Prepare correspondence, reports, meeting agendas, minutes, and other official documents.
- Maintain departmental calendars, schedules, and appointments.
- Coordinate meetings and reserve classrooms and conference spaces.

- Assist with purchasing, travel arrangements, reimbursements, and budget documentation.
- Maintain office supplies and coordinate equipment needs.

Student Services

- Serve as a resource for current and prospective nursing students.
- Assist students with general program information, forms, deadlines, and referrals to appropriate offices.
- Maintain student records in accordance with university policies and FERPA regulations.
- Assist with student orientation, White Coat Ceremony, pinning ceremonies, graduation activities, and other School of Nursing events.
- Support faculty during registration, advising periods, and student communication.

Faculty Support

- Assist faculty with course materials, copying, scanning, examinations, and classroom preparation.
- Coordinate adjunct faculty onboarding documentation.
- Assist with faculty meeting preparation and maintain departmental records.
- Support faculty searches by coordinating interview schedules and candidate communications.

Kentucky Board of Nursing (KBN) Responsibilities

- Assist with preparation and organization of Kentucky Board of Nursing reports and required documentation.
- Maintain organized electronic and hard-copy files required for KBN compliance and site visits.
- Coordinate collection of faculty credentials, licensure verification, curriculum vitae, transcripts, certifications, and annual updates required by KBN.
- Assist with preparation for KBN program approval visits by organizing evidence, schedules, meeting materials, and supporting documentation.

- Maintain records related to clinical affiliations, student clinical placements, faculty qualifications, and regulatory requirements.
- Monitor deadlines for KBN reports, documentation requests, and required submissions.
- Assist with implementation of recommendations or action items resulting from KBN reviews.
- Support communication between the School of Nursing and the Kentucky Board of Nursing as directed by the Dean.

Accreditation and Regulatory Support

- Assist with preparation of accreditation documents for CCNE, SACSCOC, and other regulatory agencies.
- Maintain organized evidence files and supporting documentation.
- Assist in collecting assessment data, annual reports, surveys, and program outcomes.
- Help coordinate accreditation meetings, interviews, and campus visits.

Clinical and Program Support

- Maintain clinical affiliation agreement files.
- Assist with tracking clinical documentation and required records.
- Coordinate communication with healthcare agencies and clinical partners.
- Support scheduling of simulation and laboratory activities as requested.

Records and Data Management

- Maintain accurate electronic and paper filing systems.
- Prepare reports using university information systems and Microsoft Office applications.
- Assist with data collection related to enrollment, retention, graduation, licensure, and program outcomes.
- Ensure confidentiality of student, faculty, and institutional records.

Communication and Public Relations

- Assist with preparation of newsletters, announcements, promotional materials, and website updates.
- Coordinate communication with prospective students, alumni, healthcare partners, and community organizations.
- Represent the School of Nursing professionally during campus events and recruitment activities.

Other Duties

- Assist with special projects assigned by the Dean.
- Participate in departmental meetings and university professional development activities.
- Perform additional duties as assigned to support the mission and goals of the School of Nursing.

Driving on college business for your department whether the frequency is daily, weekly, monthly, or occasionally.

Minimum Qualifications

- High school diploma or GED required.
- Minimum of three years of progressively responsible administrative or office support experience; experience in higher education or healthcare is preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) and standard office technology.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills with the ability to prioritize multiple tasks and meet deadlines.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Ability to work independently while contributing effectively as part of a team.

Preferred Qualifications

- Associate's or bachelor's degree.

- Experience working in higher education, nursing education, or a healthcare setting.
- Familiarity with Kentucky Board of Nursing (KBN) regulations and nursing education requirements.
- Experience supporting accreditation activities, including CCNE and/or SACSCOC.
- Experience coordinating meetings, maintaining regulatory documentation, and managing complex administrative projects.

Knowledge, Skills, and Abilities

- Strong organizational and project management skills.
- Excellent attention to detail.
- Ability to prioritize multiple deadlines.
- Professional interpersonal and customer service skills.
- Ability to communicate effectively with students, faculty, administrators, healthcare partners, and regulatory agencies.
- Ability to maintain accurate records and manage confidential information.
- Commitment to the mission and values of Union Commonwealth University and the Edna Jenkins Mann School of Nursing.

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Please submit resume and cover letter to:

Dr. Lisa Abner, DNP, APRN, CNS, PMHNP-BC

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