Position: Clinical Coordination and Recruitment Assistant

Location: School of Nursing, McDowell Hall

Pay: Commensurate with experience

Send resume with cover letter to: mfisch@udel.edu

CONTEXT OF THE JOB:

Under the direct supervision of the SON Manager of Operations, and External Relations, the clinical coordination and recruitment assistant will perform a variety of activities to support the School of Nursing (SON). Generally, clinical coordination support includes tracking and reporting of established compliance measures, while recruitment support includes acting as a school recruiter at events. The individual must be able to commit to working 29 hours/week split between working in the office (majority of time) and attending recruitment events (as assigned). This position will require using own vehicle to travel to events (mileage will be reimbursed).

MAJOR RESPONSIBILITIES:

- Interacts in a respectful and welcoming manner on the phone or in person to everyone.
- Uses MS office and Google applications for basic tasks such as sending emails, data entry, etc.
- Willing to participate in specialized computer software training if required.
- Monitors and tracks compliance measures using electronic databases.
- Ability to learn and effectively communicate basic information about SON programs
- Assists with planning and scheduling of recruitment activities.
- Works with administrative assistant to procure marketing materials.
- Prepares, transports, sets up and breaks down marketing materials for events.
- Travels to assigned recruitment events; tracks mileage to submit for reimbursement.
- Maintains a professional demeanor at all times when representing UD SON.
- Acts as a spokesperson at events that serve to promote and showcase SON, including local and regional events (ex: Parents Weekend, Homecoming, Alumni Weekend), NAN events, and national events to further engage nursing alumni (ex. National nursing conference receptions)
- Must be comfortable with public speaking and interacting with large groups.
- Performs other duties as assigned.

QUALIFICATIONS: Bachelor’s degree, Registered Nurse and/or UD Alumni preferred. Strong verbal and written communication skills, and knowledge of higher education, alumni relations and nursing advancement. Computing skills including email, word processing, spreadsheets, data bases. High level of accuracy, attention to detail and ability to prioritize.

SPECIAL REQUIREMENTS: Possession of a valid motor vehicle operator’s license, with or without assistance, be able to lift 15 lbs., Ability to walk and stand for extended periods of time.

WORKING CONDITIONS: Will require travel. Will require some evening or weekend hours.