

## **Program Coordinator for the Master of Science in Nursing Program**

<b>POSITION:</b>	Program Coordinator for the Master of Science in Nursing (MSN) Program
<b>SUPERVISOR:</b>	Chief Nurse Administrator
<b>DEPARTMENT:</b>	Academic Affairs
<b>LOCATION:</b>	Hybrid
<b>JOB TYPE:</b>	Full-time
<b>SOC CODE:</b>	11-9033

### **General Job Description for the Program Coordinator:**

The Program Coordinator for the Master of Science in Nursing Program will provide leadership and coordination in program development and assist with accreditation activities, assessment, and evaluation. The Program Coordinator will actively participate in student advising, department meetings, university committees, and program advisory committees. The Program Coordinator will also assist the Chief Nurse Administrator with collaborative programs held with other colleges/universities. The Program Coordinator will include developing practicum courses and working with students during their practicums/preceptorships, as well as teaching responsibilities as determined by the Chief Nurse Administrator. The Master of Science in Nursing (MSN) Program has been approved by the Higher Learning Commission (HLC) and the Ohio Department of Higher Education, and the program will seek accreditation from the Commission on Collegiate Nursing Education (CCNE).

### **Key Responsibilities for the Program Coordinator:**

- Lead the development, assessment, and evaluation of curriculum.
- Coordinate and maintain contact with current, potential, and incoming students.
- Maintain the file for current syllabi for the program courses: track forms, bylaws, and other regulatory body requirements. Update the shared drive grids as appropriate.
- Consult with other course material partners on student cohort changes/needs. Collaborate with the Center for Online Learning to assist with student orientation and course management as needed.
- Update and review the college website, program sheets, and other program correspondence in collaboration with the admissions/marketing team.
- Assist the Chief Nurse Administrator with MSN Advisory Board meetings.
- Lead and assist the Chief Nurse Administrator in meeting the MSN Key Performance Indicators as outlined by the CNA/Provost.
- Facilitate online classroom and preceptor instruction at the discretion of the Chief Nurse Administrator.
- Assist the Chief Nurse Administrator in maintaining the program's continuing compliance with the rules and standards governing graduate nursing and certifications.
- Coordinate responsibilities with the University as a whole to promote the University and fulfill the mission of the University.
- Other similar duties as assigned.

## **Qualifications for the Program Coordinator:**

### *Education and Experience:*

- Doctoral level preparation (PhD in Nursing, DNP, or other doctoral preparation with earned MSN from a historically regionally-accredited college/university).
- Graduate of a historically regionally accredited and professionally-accredited school of nursing.
- A current unencumbered State of Ohio Nursing license or a multi-state license with Ohio as the State of residence.
- At least five years of experience in nursing as a registered nurse, two of which have been as a faculty member in a professional nursing education program.

### *Necessary Knowledge, Skills, and Abilities:*

- Must be familiar with graduate, baccalaureate, and associate degree nursing programs, faculty and employee development, and accreditation.
- Demonstrated leadership skills working with students, employees, and the public in an administrative capacity.
- Ability to navigate the School of Science, Technology, and Health, which is research-based and results-driven. Ability to gather and analyze statistical data.
- Strong communication (written and verbal), motivational, interpersonal, and team-building skills are required.
- Must demonstrate good judgment, tact, and the ability to foster cooperation and collaboration, be creative and innovative in coordinating programs and services, and motivate employees to work harmoniously in a complex organizational structure.

## **Why Join Tiffin University?**

Tiffin University offers a collaborative, mission-driven environment where your financial expertise directly supports student success and institutional growth. We value innovation, transparency, and partnership—and provide the opportunity to make a meaningful impact.

At Tiffin University, we believe in taking care of our employees. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings Account with annual employer incentive contribution & Flex Spending Account with options to save pre-tax dollars for medical, dental, and vision expenses.
- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b)-retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.



## **The Tiffin University Story: Our Strong Sense of Community & Dedication to Each Student**

Tiffin University was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in Business Administration, top-notch bachelor's and master's degrees in Criminal Justice and Social Sciences, and distinctive degrees in the Arts and Sciences. All through our history, the University has nurtured a student-centered setting and a strong sense of real community for our students, faculty, and staff. Tiffin University has always believed in offering the highest quality education – “an education for life.”

### **A “New Kind of Institution”**

Tiffin University represents a new kind of institution in the United States.

TU has successfully transitioned from traditional seated students to a mixture of seated and online students, from across the country and around the world. Tiffin University provides a personal and practical education for motivated students who want real-world experience and results.

There are no “ivory towers” at Tiffin University. Almost all of our faculty have spent time working in the field and bring to the classroom real, first-hand knowledge about the subjects they’re teaching. They also bring with them valuable, real-world connections to enable and empower our students to find the best internships and other experiences that will transform their future.

### **Our Main Campus & Our Academic Growth**

The main campus in Tiffin is a beautiful 153-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth in Tiffin, TU graduate and undergraduate programs are offered online. The Bachelor of Business Administration and MBA programs are also offered at Bucharest, Romania. The American Institute of Applied Sciences in Switzerland (AUS) and TU have entered into a partnership, the Dual Degree Program (DDP), allowing AUS students to obtain a dual degree from both institutions.

From academic programs in commercial music to cybersecurity, exercise science, and management, TU offers more than 30 majors through on-campus and online learning that result in real advantages for our students.

*Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.*



*Tiffin University is an Equal Opportunity Employer*