Position Announcement

Western Connecticut State University
Nursing
Clinical Coordinator
Temporary Position

Western Connecticut State University is pleased to announce that applications are being accepted for a Clinical Coordinator in our Nursing department. This is a temporary grant-funded position through December 2025.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

The Nursing programs offers the following degrees in nursing: a B.S., M.S. with major in Nursing, R.N. to B.S. degree completion program accredited by the Collegiate Commission on Nursing Education (CCNE), and a unique collaborative online Ed.D. in Nursing Education, accredited by NEASC. Our graduates have achieved exceptional success on both the National Council Licensure Exam (NCLEX) and American Nurse Credentialing Center Exam for Adult Gerontological Nurse Practitioner and Clinical Nurse Specialist. For more information, visit www.wcsu.edu/nursing.

Position Summary: The clinical coordinator will work with multiple clinical sites to coordinate Undergraduate and Graduate level student experiences. Duties include:

- Collaborates with program coordinators and department chair to identify appropriate clinical placement experiences for students.
- Identifies, recruits, and establishes collaborative relationships with clinical and practicum sites.
- Maintains currency and establishes new nursing student affiliation agreements in collaboration with University Assistants and Contract specialists.
- Attends meetings as necessary to maintain the affiliation of said agencies; attends training meetings or update meetings.
- Submits requests to clinical agencies for student clinical placement sites.
- Responds to inquiries from clinical agencies about planned student clinical site placements.
- Provides clinical agencies with course related information and expected clinical student learning outcomes.
- Provides list of student and clinical faculty names for student and instructor ID's
- Collaborates with faculty to schedule site specific orientations (including computer training) for each clinical group each semester.
- Works with department secretary to create and disperse certificates for undergraduate capstone preceptors and also Graduate student preceptors upon completion of the rotation.
- Collects student requests for preferred capstone clinical learning and assigns students to preceptors available.
- Works with Advanced Placement Coordinator to place graduate students and set up and monitoring of Typhon.
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- Assigns students to individual clinical groups.
- Conducts clinical site visits at least annually.
- Coordinates collection of student and faculty evaluations concerning clinical sites and submits summary report to department chair and appropriate program coordinator.
- Oversees Connecticut Hospital Association (CHA) standardized orientation of all faculty and students; maintains record of completion.
- Prepares other orientation documents for all students and or faculty as needed each semester.
- Ensures that all students and faculty meet required onboarding paperwork and requirements prior for clinical (such as, i.e., CPR certification, background checks, health and immunization records, drug testing, etc.). Distributes attestation letters. Monitors system housing health record information.
- Distributes and collects all clinical evaluation tools for all clinical courses.
- Provides capstone preceptors and any preceptor upon completion of student’s hours a certificate of completion.
- Collaborates with faculty in evaluating the clinical site.
- Coordinates with the coordinators and chair regarding the collection and filing of student and faculty evaluations.
- Identifies potential adjunct clinical faculty.
- Oversees the evaluation process of adjunct clinical faculty.

Qualifications: Bachelor’s degree in Nursing is required. Master’s degree in Nursing is preferred. Registered Nursing (RN) license is required; Three (3) years of clinical experience as a Registered Nurse is required.

Salary & Benefits: The hiring salary range is $66,669 – $74,380 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Please name your attachments with your last name and email your application materials in PDF or Word format only to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Clinical Coordinator. Application materials must be emailed to: hrpositions@wcsu.edu. Review of applications will begin immediately and continue until the position has been filled.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wesu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity
for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer