

Clinical Placement Coordinator, Department of Nursing
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=234248>

Downloaded On: Jul. 3, 2024 1:48am

Posted Apr. 5, 2024, set to expire Mar. 27, 2025

Job Title	Clinical Placement Coordinator, Department of Nursing
Department	Nursing
Institution	Kean University Union, New Jersey
Date Posted	Apr. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Nursing - General
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Clinical-Placement-Coordinator--Department-of-Nursing_R2680-1
Apply By Email	
Job Description	

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
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Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

Department of Nursing

Clinical Placement Coordinator

Under the supervision of the Executive Director of the Department of Nursing, the Clinical Placement Coordinator (Professional Services Specialist 2) coordinates all aspects of the clinical placement process for nursing students at Kean’s campuses and additional locations, including Union, Kean Ocean, Raritan Valley Community College (RVCC) and Online. Responsibilities include, but are not limited to: monitoring students' placements and clinical records; maintaining and obtaining contracts and mandatory legal documentation (e.g. license verification, liability insurance, qualifications of preceptors and preceptor orientation, etc.); overseeing the Exxat system and creating databases to track students' progress and timely clinical placement; contacting Nursing colleagues, constituents, and preceptors at different sites to ensure timely placement and further relationships with our partners; and performing related work as required. *This position requires travel and a flexible schedule including occasional evening and weekend hours.*

This employee is required to teach in-load courses, which will be assigned through the Executive Director and Dean. Teaching responsibilities include up to twelve (12) credit hours distributed over a twelve (12) month period, from September 1st to August 31st. This may include fall, winter, spring and/or summer teaching assignments.

Qualifications: Graduation from an accredited college with a Master's degree in Nursing; current



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Registered Nurse license in the State of New Jersey; and a minimum of three years of experience as an RN in direct patient care in an acute care setting or equivalent experience is required. Previous experience with clinical placements and teaching experience is preferred. Candidate must have excellent oral and written communication skills and the ability to travel to clinical placement sites and other locations.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda



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to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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