

# COLLEGE OF MENOMINEE NATION

**Job Title:** Program Specialist (Grant Funded)

**Second Posting\***

**Reports to:** Dean of Nursing and Health Careers

**Status:** Full-time

**Location:** College Of Menominee Nation  
Keshena Campus

**Closing Date:** See application  
process

*\* Second postings are posted for a minimum of 5 days and are open to all who wish to apply.*

## **POSITION SUMMARY:**

The Program Specialist will provide a wide range of administrative and office management supervision for the Nursing and Health Careers Department (NHCD). The successful candidate will need to be a highly organized, seasoned administrative professional capable of coordinating the multiple activities of the Department on both campuses.

## **ESSENTIAL FUNCTIONS:**

- Responsible for all phases of office management for the Nursing Programs;
- Supervise Recruitment and Retention Coordinator and Program Assistant positions;
- Manage NHCD business records, tracked student records, reporting documents, and correspondence in electronic and/or hard copy;
- Oversee the processing and corresponding paperwork for purchase orders, procurement documents and check requests, prepare travel itineraries of the NHCD, travel advances and vouchers;
- Manage departmental budget anticipating those needs and projections for program growth;
- Monitor the grant budgets and the NHCD budget and updates departmental Dean on status of funds;
- Oversee departmental minutes, technical and administrative correspondence;
- Maintain department calendar, schedules meetings, rooms and Nursing department committees;
- Coordinate the calendars, schedules, and travel itineraries of the NHCD;
- Participate in program planning, development and implementation, anticipating growth needs, preparing NHCD budget anticipating those needs and projections for program growth;
- Plan and coordinate departmental meetings, Nursing advisory meetings, Nursing sponsored campus activities, events and collegial activities;
- Coordinate departmental printed materials and news releases, crosschecking for consistency of public message;
- Assist in all stages of planning and delivering faculty and student orientations;
- Participate in annual and long-term program evaluations;
- Participate in college activities that strengthen the Nursing program within the campus structure;
- Oversee the Nursing Skills Lab and equipment readiness;
- Provide support for community and clinical partnerships ;
- Maintain confidentiality in all NHCD matters;
- Perform other duties as assigned.

## **QUALIFICATIONS:**

- Bachelor's degree preferred with specific strengths in the science area;
- Previous nursing education program administration experience required;
- Supervisory experience preferred;
- Be highly organized with sound administrative skills and the ability to multi-task;
- Be detail-oriented and flexible enough to accommodate the dynamic activities of the Department;
- Experience with Word, Access, Excel, Publisher, and PowerPoint preferred;
- Demonstrate advisory and communication skills;
- Have the ability to develop, collect, analyze, and interpret data;
- Have the ability to recognize, appreciate, and serve cultural differences and the special need of students and faculty;
- Have the ability to facilitate transitions and counsel students toward the realization of their full educational potential;
- Demonstrate advocacy and leadership in advancing the concerns of students;
- Demonstrate appropriate ethical behavior and professional conduct in the fulfillment of roles and responsibilities;
- Experience with federal grants and contracts required.

**APPLICATION PROCESS:**

A complete application includes: letter of interest; current resume; completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu)); copy of all college level transcripts (official transcripts required if hired); three professional letters of references, no character references; If applicable, provide proof of Tribal enrollment status, honorable or general military discharge paperwork, and proof of any certificates or training.

Position is open until filled; first preference given to complete application materials submitted by **4 p.m. on July 8, 2009**. Send all application materials to College Of Menominee Nation Human Resources, P.O. Box 1179, Keshena, WI 54135.

**NOTE: pre-employment drug testing is part of the hiring process.  
EOE/MITW 82-10**