



VACANCY ANNOUNCEMENT

Position Title: Coordinator of Nursing and Allied Health

Position #: 400110

Position Status: Full-Time

Reports To: Director of Nursing and Allied Health

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director of Nursing the Coordinator of Nursing and Allied Health will:

1. Assist prospective students in the Nursing application process. This will include guiding them through the college system and completing basic information forms including background checks.
2. Be responsible for collecting and maintaining all data of Nursing and Allied Health students including instructional records, student records, assessment, etc.
3. Follow up with students who are challenged academically based on early alerts and interactions with faculty. This includes letters, phone calls, and coordinating tutoring and/or academic advisement.
4. Advises prospective students, and enrolled students on program requirements, course selection, and clinical requirements.
5. Coordinates with Nursing and Allied Health instructors to ensure classroom readiness so that proper resources are fully utilized for student success.
6. Procurement of required classroom supplies and program level educational equipment. Tracks all expenditures including general fund purchases as well as Perkins purchases for Nursing and Allied Health programs.
7. Works closely with the Director of Nursing to create and coordinate both classroom and clinical schedules for all Nursing and Allied Health courses as necessary.
8. Coordinate clinical placements with healthcare facilities and maintain partnerships with clinical sites.
9. Ensure that students have met the clinical clearance requirements set forth by our clinical partners
10. Works to contact graduates to collect data to complete the VE 135's.
11. Provide support to new full-time and adjunct faculty information on current instructional best practices.
12. Work with Educational Resource Specialists to provide summer learning opportunities in Healthcare related fields.
13. Update all handbooks for Nursing and Allied Health programs as needed.
14. Attends meetings and records minutes within Nursing and Allied Health programs
15. Provides data and reports related to Instructional Services for state system compliance measures.
16. Manage visits with service area high schools to inform students of opportunities in the Healthcare field.
17. Assists Instructional Services to respond in a timely manner to meet community needs.
18. Interviews, trains and supervises work study students in the department.
19. Other duties as assigned by Director of Nursing and Allied Health.

See Human Resources for a complete job description.

Minimum Qualifications:

- Bachelor's Degree or a combination of education and experience
- Office work experience in education or healthcare
- Strong computer skills including Microsoft Word and Excel
- Ability to work with a diverse population

Preferred Qualifications:

- Able to work independently
- Strong organizational skills and detail oriented
- Ability to multi-task
- Strong communication skills
- Ability to maintain confidentiality
- Experience with diverse populations
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people

SALARY:

\$39,000-\$40,000 with an excellent and competitive benefit package including retirement, health, vision, dental and life insurance and annual and sick leave. [Benefit Information](#)

12 month professional-technical position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses your education, background and experience related to each of the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

October 3, 2024

POSITION START DATE:

As Soon As Possible

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.*****

*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.