

JOB DESCRIPTION:	Clinical Coordinator/Immunization Records Specialist - SONAK		
DEPARTMENT:	School of Nursing		
REPORT TO:	Associate Dean - SONAK		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	412150	DATE APPROVED:	09-JUN-2025
		DATE MODIFIED:	08/SEP-2026

SUMMARY: Collaboratively works with WNMU School of Nursing administrators, faculty, staff, and clinical liaisons at healthcare facilities to ensure high-quality clinical learning outcomes. Provides operational support, recruits and retains clinical placement sites, and maintains accurate academic program data necessary for regulatory compliance. Oversee all aspects of the clinical placement process and ensure effective operation of clinical practicums by arranging, organizing, and managing clinical sites.

DUTIES:

1. Coordinate student and faculty clinical onboarding requirements.
2. Monitor student placements and clinical records.
3. Submit student and faculty clinical records (e.g., health screens, immunizations, background checks) as required by clinical agencies.
4. Maintain memoranda of understanding/contracts with clinical agencies.
5. Submit mandatory legal documentation for clinical instructors and students.
6. Secure and coordinate clinical placements for incoming and continuing students in assigned academic programs.
7. Manage communication-related to clinical placements (e.g., notifications to students, clinical agency liaisons, and preceptors).
8. Coordinate regular assessments of clinical agencies by students and faculty.
9. Coordinate regular assessments of program outcomes by agency and employer liaisons.
10. Provide syllabi and learning materials with student and preceptor objectives and expectations to clinical agency liaisons.
11. Provide comprehensive administrative, operational, and project support to the program directors and faculty.
12. Create and manage assigned databases to ensure complete and accurate information. Compile reports and communicate data to appropriate stakeholders. Databases may include:
13. Clinical placement tracking (e.g., sites, clinical hours, other related information)
14. Contracts/MOU agreements
15. Student admission and clinical onboarding submissions
16. Performs other related duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in health education, health science, or business administration and two years of experience in a clinical, laboratory, healthcare, or teaching environment, OR an associate's degree and six years of professional experience in any of the above; OR an equivalent combination of education and experience that would demonstrate the ability to perform the essential functions of the job. Preference may be given to candidates with prior experience in a teaching/simulation or healthcare environment.
2. **Job Knowledge:** Computer skills required, Data collection and analysis, advanced written and verbal communication skills, organizational skills. Experience coordinating work-based learning

opportunities. Skills and knowledge of Microsoft applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): REMOTE POSITION - Normal office environment. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Valid New Mexico driver's license. (If applicable)
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If required for the position)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)