

**Job Title:** Student Services Coordinator for Graduate Nursing Programs

**Position Number:** E99670

**Job Location:** School of Nursing, Gunter Hall- Greeley, CO 80639

**Posting Date:** August 10th, 2009

**Closing Date:** Open until filled

**Employment Type:** Exempt, Administrative- full time

**Job Summary/Basic Functions:** Position is accountable for administrative operations associated with the graduate aspect of the school of nursing. Work includes, but it not limited to: deciding what operations will be performed and how processes will be implemented; creating and revising office procedures and writing office procedure manuals; designing forms; design and updating web pages, establishing general office record systems; compiling and formatting the content for program materials, such as annual reports and newsletters; support for grants and workshops.

**Minimum Qualifications:** One year of general work experience, experience with Microsoft Office software.

**Preferred Qualifications:** Computer proficiency with excel, word processing, web software and data management packages. Experience with or willing to learn web design software. College or university coursework in lieu of above.

**Application:** Submit a resume, cover letter, and list of three references with contact information online. The review of applications will begin immediately and continue until the position is filled.