



## POSITION ANNOUNCEMENT

**Job Title:** Coordinator for Health Data and Clinical Placement-Undergraduate  
**Department:** College of Nursing and Health  
**Reports to:** Chairs, Undergraduate and Graduate Nursing  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** May 17, 2021

### SUMMARY:

This position performs a variety of administrative functions to include data management, developing placement compliance for hospitals and faculty in accordance with clinical agreements; and acts as backup for standardized testing within the College of Nursing and Health.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collects and enters into Jenzabar health data, CBC completion, drug testing and other required information for nursing students in a hospital or office clinical rotation. Ensures student information is up to date.
2. Develops compliance placements each semester rotation for hospitals and faculty. Assures faculty and students are meeting clinical contract agreements.
3. Assigns all clinical placements for graduate and undergraduate students with clinical placements and preceptors in ACE-MAPP system. Maintains spreadsheets for clinical placement and tracking. Compiles additional information as needed for MU clinical partners.
4. Maintains spreadsheets for clinical placement and student progression through each term.
5. Maintains list of students applying for subsequent semester admission.
6. Consults with the Chair and Course Facilitators regarding scheduling of clinical placements. Enters requests for placements into the ACE system.
7. Enters all undergraduate and graduate student information in the ACE-MAPP system and runs profile completion reports from the system as needed.
8. Assigns students to clinical rotations for the appropriate courses.
9. Collaborates with Office Coordinator to verify contracts for clinical agencies in use during a given semester.
10. Attends Admissions Committee Meetings. Collaborates with committee members and performs various duties for student admission.
11. Attends ACE-MAPP meetings/trainings both on and off campus for both graduate and undergraduate.
12. Other duties assigned.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE:** Bachelors of Science or Bachelor of Science in Nursing. Experience with or a general knowledge of working with hospital partners regarding clinical placement. Familiarity with ACEMAPP preferred. Working knowledge of Microsoft Office required.

**TO APPLY:** Please complete the application on our website at [madonna.edu](http://madonna.edu). Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.