

POSITION ANNOUNCEMENT

**POSITION TITLE: Clinical Coordinator – Nursing Programs**

**POSITION DESCRIPTION:**  
The Clinical Coordinator is responsible for the effective coordination of clinical schedules for the Associate of Science in Nursing (ASN) and Practical Nursing (PN) programs. This role supports faculty and students by coordinating clinical site placements, student clinical preparedness, acquiring and maintaining clinical agreements, and ensuring compliance with institutional and accreditation standards. The Clinical Coordinator collaborates closely with program leaders, faculty, and clinical partners to optimize clinical experiences for students.

**MINIMUM QUALIFICATIONS:**

* Associate of Science, Nursing (ASN) from an accredited program, with a GBON unencumbered active Registered Nurse License.
* Exceptional organizational skills with the ability to manage multiple schedules and deadlines effectively.
* Excellent written and verbal communication skills to work with faculty, students, and clinical partners.
* Proficiency in Microsoft Office Suite.

**KEY RESPONSIBILITIES:**

* **Clinical Placement and Site Coordination**
  + Coordinate and secure clinical placements for ASN and PN students by scheduling rotations with clinical sites and managing clinical partner relationships.
  + Ensure all clinical site contracts and agreements are current, compliant, and align with program accreditation standards.
  + Communicate clinical schedules, requirements, and expectations to students and faculty, serving as the primary contact for clinical site inquiries.
* **Laboratory Scheduling and Maintenance**
  + Develop and manage laboratory schedules for ASN and PN programs, ensuring timely coordination of lab space, equipment, and resources.
  + Maintain an organized, well-equipped, and safe lab environment by overseeing the inventory, ordering supplies, and coordinating with faculty to support lab activities.
  + Collaborate with faculty to align lab schedules with curriculum requirements, supporting structured and effective learning experiences for students.
* **Compliance and Documentation**
  + Oversee student compliance with clinical and lab requirements, including immunizations, background checks, drug screening, and certifications.
  + Maintain accurate records of student compliance and lab attendance, tracking expiration dates and ensuring timely renewals to meet program requirements.
  + Ensure all clinical and lab activities comply with accrediting body regulations and contribute to program accreditation efforts.
* **Student and Faculty Support**
  + Support faculty in preparing lab activities and clinical rotations, assisting with orientation to lab procedures, and ensuring faculty have the necessary resources.
  + Coordinate faculty and student evaluations of clinical sites and lab experiences, gathering feedback to improve placement and lab effectiveness.
* **Administrative and Operational Support**
  + Prepare reports related to clinical placements, lab usage, and student attendance, ensuring data accuracy and consistency.
  + Assist with onboarding and orientation for new faculty and clinical site preceptors, providing necessary training on lab and clinical expectations.
  + Collaborate with program leadership to identify new clinical sites and strengthen relationships with existing clinical partners.

**WORKING CONDITIONS:**  
This position operates primarily in an office, lab environment, and field environment. The Clinical Coordinator must be adaptable to a fast-paced academic setting with responsibilities that require a balance of independent work and team collaboration. Limited travel within the College service area in the performance of duties related to the acquisition and maintenance of clinical partnerships.

**SALARY/BENEFITS:** Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package.

**APPLICATION DEADLINE:**

Open Until Filled

**TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).

The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Assistant Vice President for Student Affairs, Office: 198C, Phone: 912.912.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Accessibility and Assessment Coordinator, Office: 711, Phone: 912.486.7211, sburns@ogeecheetech.edu.

*As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Title IX Coordinator, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 711, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu*