

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROGRAM COORDINATOR – NURSING

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, coordinate the services, activities, compliance tracking, and operational support functions of the Nursing Program at Chabot College; perform a variety of para-professional, technical, and complex administrative support work while exercising independent judgment in the satisfactory completion of duties; and coordinate with administrators, faculty, staff, students, clinical partners, and external agencies to support program operations, compliance, and student success.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the daily services, activities, and operational workstreams of the Nursing Program in accordance with accreditation requirements, funding objectives, and college/district policies.
2. Coordinate clinical-placement administrative activities, including partner communications, onboarding documentation, compliance records, schedules, and tracking systems.
3. Serve as liaison among the Dean, Nursing Program Director, faculty, staff, students, and external stakeholders to support program operations, continuity, and effective partner coordination.
4. Coordinate preparation for BRN and national accreditation reviews, including evidence gathering, compliance monitoring, and supporting the preparation, documentation, and tracking of program improvement actions.
5. Track and document faculty and student compliance requirements; identify deficiencies and notify the Dean or Nursing Program Director for resolution.
6. Coordinate faculty onboarding, orientation, professional development tracking, and related documentation; provide recruitment-process support in collaboration with Human Resources and the assigned administrator.
7. Coordinate, monitor, and support evaluation of student success initiatives, including Bootcamps, Summer Bridge, peer mentorship, retention, equity, and wraparound support activities in partnership with campus services.
8. Monitor and report the status of grant and funding deliverables and maintain supporting documentation.
9. Assist in maintaining assigned program financial records; monitor expenditures for alignment with budget, grant, and program requirements; recommend adjustments and prepare budget reports as required.
10. Maintain tracking systems, dashboards, records, files, statistics, and program evidence libraries; compile, organize, and summarize data trends and support preparation of programmatic, accreditation, audit, and funding reports.
11. Oversee development of informational, in-reach, and outreach materials to enhance awareness of Nursing Program requirements, timelines, student supports, and partner-facing processes.

**Chabot-Las Positas Community College District
Program Coordinator – Nursing (Continued)**

12. Provide staff assistance to the assigned administrator; participate on committees and workgroups; prepare reports, correspondence, agendas, and other materials as appropriate.
13. Attend and participate in job-related professional meetings; maintain awareness of issues, trends, regulatory changes, and technologies related to nursing education, clinical placement, accreditation, and student support.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and practices of program planning, coordination, and implementation in higher education and healthcare.
2. Principles and practices of equity-minded, student-centered education and inclusive pedagogy.
3. Record keeping and reporting practices, including data tracking, dashboard tools, basic statistical summaries, and presentation of program outcomes.
4. Principles and practices of public relations, partnership engagement, and cross-institutional collaboration.
5. Office procedures, methods, and equipment including computers and applicable software applications (e.g., word processing, spreadsheets, databases, learning management systems).
6. Basic budgeting and accounting principles as they apply to program and funding alignment.
7. English usage, spelling, grammar, punctuation, and professional business writing.
8. Interpersonal skills using tact, patience, cultural sensitivity, and courtesy in working with diverse populations of students, faculty, staff, and external partners.

Ability to:

1. Interpret and apply state and national accreditation, regulatory, and funding requirements.
2. Coordinate multiple complex academic program functions across defined workstreams.
3. Sustain partnerships with internal and external stakeholders.
4. Compile, organize, interpret, and summarize program data; identify trends; and support preparation of compliance and accreditation reports.
5. Use technology effectively for program operations, compliance systems, and data management, tracking, and reporting.
6. Prepare clear, accurate, and concise written reports, correspondence, and informational materials.
7. Plan and organize work effectively to meet schedules and deadlines with attention to detail.
8. Work independently and exercise sound judgment within established guidelines.
9. Communicate effectively, both orally and in writing, with diverse audiences.
10. Provide lead direction, training, scheduling assistance, and coordination for assigned student assistants and support staff.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Chabot-Las Positas Community College District
Program Coordinator – Nursing (Continued)**

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training: A Bachelor's degree from an accredited college or university with major course work in social sciences, liberal studies, business administration, public administration, or a related field.

Experience: Three years of increasingly responsible administrative, technical, and/or programmatic experience, preferably in a health, nursing, or educational program setting requiring compliance, partnership management, and student services support.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; may include some travel to clinical sites and partner agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to sit or stand for extended periods; to occasionally bend, kneel, and reach; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on: August 18, 2026
Effective: August 19, 2026
Job Family: Technical - Paraprofessional