

# OREGON CENTER FOR NURSING POSITION ANNOUNCEMENT AND DESCRIPTION



POSITION: StudentMAX® Program Director  
LOCATION: Oregon Center for Nursing, 5000 N Willamette Blvd, Portland, OR 97203  
FTE: 1.0 FTE  
STATUS: Exempt  
SALARY: Depends on Experience  
BENEFITS: Health, Dental, Life, STD, LTD, Worker's Comp, 401k

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The Oregon Center for Nursing seeks a Program Director for their innovative, web-based, centralized clinical placement software system, StudentMAX®. Designed in 2004, the StudentMAX® system is used by the Portland Metro/SW Washington area and 13 other states to place nursing students in their clinical learning sites.

The ideal StudentMAX® Program Director will understand the complex role of nursing, possess proven leadership and management skills, and be ready to use their innovation and future-oriented thinking to move StudentMAX® to the next level. The Director must be able to market StudentMAX® and respond to customer needs on local, state-wide and national levels. Successful candidates will also demonstrate excellent communication skills and a track record of collaboration.

## POSITION RESPONSIBILITIES:

- Customer Relations and Support
  1. Provide ongoing customer support and technical support for all StudentMAX clients
  2. Organize and host monthly National Forum Meetings and annual user group meeting (UGM)
  3. Provide coordinator training for each state/region licensee
  4. Develop and maintain current online webinars and training materials for state/region users
  5. Create resources for on boarding new clients, including recommendations for pilot scope and timeline, financing, establishing metrics and training end users
  6. Provide consulting services related to building partnerships and collaboration
- Business development
  1. Create strategic plans for new products, new version roll outs, and pricing to support software development
  2. Maintain and update contracts for new and existing clients, utilizing legal consultation when appropriate
  3. Respond to market fluctuations in pricing and business ventures by competitor products
  4. Analysis opportunities to engage in collaborative partnerships with other software companies
- Fiscal and administrative responsibility
  1. Work with the Executive Director of OCN to ensure that StudentMAX® is financially viable
  2. Submit budget projections annually
  3. Report to OCN and the OCN Board on goals, accomplishments, and projected growth of the Consortium and StudentMAX® nationally
  4. Manage the work of the StudentMAX Regional Coordinator and conduct performance evaluations
  5. Assist in coordinating efforts for program expansion in Oregon and SW Washington
- Software Development
  1. Work with programmers to enhance functionality and resolve problems with StudentMAX® software
  2. Solicit feedback from national and local clients regarding new enhancements and develop upgrades and new versions of the software on a regular basis
  3. Monitor the performance of the contracted IT vendor and conduct RFPs and other evaluations when needed
  4. Conduct beta testing and end user testing with clients in coordinated manner Maintain open availability for immediate trouble-shooting and problem-solving with the software

- Marketing
  1. Present product demonstrations to potential clients and their teams
  2. Manage the StudentMAX® website content, including news and updates and link for Forum members
  3. Travel as necessary to present the software product to potential clients
  4. Maintain current marketing materials including website, brochures and demonstration presentations
  5. Meet with state leaders to strategize on expansion across state and to other professional healthcare providers
  6. Deliver presentations at conferences (exhibits, posters, information sessions)
  
- Additional Duties
  1. Represent all Oregon Center for Nursing's programs and initiatives
  2. Participate in regular Oregon Center for Nursing meetings and activities

**EDUCATION REQUIREMENTS AND WORK EXPERIENCE:**

1. Bachelor's degree required (BSN preferred); Master's degree *preferred with background in IT desired*
2. Business, marketing and customer service experience *required*
3. Excellent communication skills *required*
4. Computer expertise with Microsoft Office Suite, PowerPoint, Excel *required*
5. Experience with tables, data entry, problem-solving basic computer issues *required*
6. Research, grant, and publication experience desirable
7. Must be willing to travel up to 10% of the time on work-related business

**APPLICATION PROCESS:**

Please submit a resume, references and cover letter explaining your interest in the StudentMAX® Program Director position and relevant experience to Kelley Ilic, Executive Assistant, Oregon Center for Nursing, 5000 N Willamette Blvd, MSC192, Portland, OR 97203 or [ocnadmin@up.edu](mailto:ocnadmin@up.edu).