

# OREGON CENTER FOR NURSING POSITION ANNOUNCEMENT AND DESCRIPTION



POSITION: StudentMAX® Connection Regional Coordinator  
LOCATION: Oregon Center for Nursing, 5000 N Willamette Blvd, Portland, OR 97203  
FTE: 0.5 FTE (with potential for 1.0 FTE)  
STATUS: Exempt  
SALARY: Depends on Experience

---



The Oregon Center for Nursing seeks a Regional Coordinator for their innovative, web-based, centralized clinical placement software system, StudentMAX®. Designed in 2004, the StudentMAX® system is used by the Portland Metro/Southwest (SW) Washington area and 11 other states to place healthcare professional students in quality clinical learning opportunities.

The StudentMAX® Regional Coordinator will understand the complex role of clinical placement coordination, tracking and negotiation while possessing strong leadership, management and organizational skills. They will work to engage partners across Oregon and SW Washington to service a variety of healthcare professional programs. The Regional Coordinator is responsible for complex communication and problem solving in addition to maintaining positive working relationships with various healthcare organizations and governing bodies.

## **POSITION RESPONSIBILITIES:**

### Essential Functions:

- Expand clinical placement site availability
  1. Coordinate efforts for program expansion in Oregon and SW Washington.
  2. Develop relationships with new clinical facilities for potential placement opportunities.
  3. Work with Education and Clinical partners to maximize all clinical placement opportunities.
  
- Leadership of the StudentMAX® Connection Consortium (SMC)
  1. Update database with minutes, forms, etc.
  2. Facilitate communication between partners to proactively address issues.
  3. Organize and lead monthly Consortium meetings.
  4. Ensure agendas and minutes are posted in timely fashion.
  5. Assist Committee Chairs to stay on target in achieving their goals.
  6. Provide resources for Partners to develop "Partner links."
  7. Orient new and potential members of SMC to StudentMAX®
  8. Review and revise bylaws, procedures, manuals in collaboration with SMC.
  9. Prepare and conduct an annual retreat for education and clinical partners.
  10. Recommend future enhancements to StudentMAX® software, based on direction from the SMC work and goals.
  
- Fiscal and administrative responsibility
  1. Use the StudentMAX® online clinical placement system to coordinate student clinical placements.
  2. Report to OCN and the OCN Board on goals, accomplishments, and projected growth of the Consortium and clinical placement capacity.
  3. Develop and compile statistics for current and long-range planning.
  4. Manage the work of the StudentMAX® Program Evaluator and evaluate her/his performance.
  5. Work with the Executive Director of OCN to coordinate and collect user fees to sustain the program.
  6. Recommend future enhancements to StudentMAX® software, based on direction from the SMC and established goals.

- **Customer Relations and Support**
  1. Provide on-boarding support and StudentMAX® training for regional partners.
  2. Create and deliver ongoing StudentMAX® training to regional partners.
  3. Maintain open availability for immediate trouble-shooting and problem-solving with the clinical placement process and the software.
  4. Act as liaison between regional partners and the StudentMAX® Program Director for software-related issues.
  5. Provide consulting services related to building partnerships and collaboration.
  6. Attend monthly National Forum Meetings.
  7. Attend annual Users' Meeting.
  
- **Program Marketing and Expansion**
  1. Offer presentations at conferences (exhibits, posters, information sessions).
  2. Publish the work of the consortium.
  3. Manage the StudentMAX® regional website content, including news and updates for partner members.
  4. Offer demonstrations and public presentations to enhance exposure and regional adoption of StudentMAX®
  5. Meet with state leaders to strategize on expansion across state and to other professional healthcare providers.
  6. Develop a strategic plan for regional educational promotion of the SMC including brochure and other presentation material development describing the role of the group.
  
- **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; Master's degree and a clinical background *preferred*.
2. Familiarity with student placement needs.
3. Research, grant, and publication experience desirable.
4. Excellent communication skills *required*.
5. Mediation experience preferred.
6. Computer expertise with Microsoft Office Suite, PowerPoint, Excel *required*.
7. Experience with tables, data entry, problem-solving basic computer issues *required*.

**APPLICATION PROCESS:**

Please submit a resume, references and cover letter explaining your interest in the StudentMAX® Regional Coordinator 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).