**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Community and Experiential Educational Coordinator

**Job Number:** A-351

**NOC:** 2172

**Band:** 8

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Dean, Trent/Fleming School of Nursing

**Last Reviewed:** April 18, 2018

**Job Purpose**

Reporting to the Dean, Trent/Fleming School of Nursing, the Community and Experiential Learning Coordinator is responsible for the development and implementation of courses to be offered, in the Clinical Learning Centre, to members of the Peterborough and surrounding community. This involves assessing the feasibility of new programs; development of policies and operational processes; advertising and initiating these programs. These programs include continuing programming for both lay and health professional community members.

**Key Activities**

### **Program Development/Implementation;**

1. Conduct an assessment of the community’s needs for continuing education
2. Develop new continuing education program(s) that address these needs including develop learning outcomes, content, teaching and assessment methods,
3. Liaise with Subject Matter Experts (SME) on a variety of instructional and assessment strategies,
4. Build upon existing relationships with clinical and educational partners to explore options for future experiential education opportunities,
5. Contribute to the development of successful online instructional strategies and models,
6. Build up a partner database (new and existing) to promote the Trent/Fleming School of Nursing continuing education, experiential learning and simulation possibilities,
7. Develop a marketing strategy for the new program(s) to be approved of by Marketing and communications and TFSON
8. Contribute to the creation and distribution of publications and presentations related to these new program;

**Process & Policy;**

Develop policies and procedures to outline related to these new program

1. Establish and maintain linkages with assigned professional associations (RNAO, CNO, ASPE, CPSIO, OPA, FFAO) for networking and professional development.

## Education

Masters preferred

Honours University Degree (4 year) in a related field required

## Experience Required

* Two years of community development
* Experience in project management, teaching and curriculum and/or course development
* Knowledge of simulation and experiential learning
* Strong computer skills; Microsoft office suite,
* Superior organizational and time management skills
* Excellent verbal and written communication skills
* Demonstrated experience with public speaking
* Strong interpersonal skills
* Demonstrated abilities to developing and executing creative approaches to challenges