#### **Trent University LogoEXEMPT JOB DESCRIPTION**

**Job Title:** Internationally Educated Nurse (IEN) Program Manager

**Job Number:** X-358 | VIP: 1161

**Band:** 7

**NOC:** 1221

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

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

**Last Reviewed:**  January 15, 2018

**Job Purpose:**

Reporting to the Dean of Nursing at Trent University, the Program Manager oversees all project operations related to the Internationally Educated Nurse (IEN) project. The Manager will support the four-university Consortium Program Management Working Group in decision-making surrounding the project. The Manager will oversee all aspects of the project on behalf of the Working Group in order to meet deliverables.

## Key Activities

### Resource and Budget Management

* Manage the hiring of course developers, course instructors, clinical instructors, lab technicians and instructors;
* Solicit and screen applications from IEN candidates for the program;
* Manage all budgets associated with project and prepare and submit required reports;
* Ensure that all aspects of the project fit within budget;
* Procure (following appropriate channels and policies) required expertise in terms of online vendors, EAL expertise, website design, professional development personnel, and liaising with these vendors to ensure deliverables are met.

### Administration

* Manage and direct the day to day non-academic operations of the project
* Organize, attend and participate in stakeholder meetings
* Prepare necessary presentation materials for meetings
* Provide administrative support to the Program Management Working Group as needed.
* Direct the establishment of Service Level Agreements with vendors and between universities
* Direct and coordinate professional development workshops for course developers and instructors with appropriate facilitation

### Organize Project Logistics

* Manage all project logistics including:
	+ Develop and administer a project plan and schedule
	+ Create a shared project management calendar for fulfilling each goal and objective.
	+ Develop consortium policies and protocols under the guidance of the Program Management Working Group
* Ensure project deadlines are met.
* Undertake project tasks as required

### Records and Reporting

* Document and follow up on important actions and decisions from meetings;
* Maintain all student and course records;
* Oversee the preparation and submission of all required reports.

### Interface with Students, Instructors and Other Stakeholders

* Liaise with course development and instructors on behalf of the Working Group;
* Liaise and collaborate with Trent University staff as needed for project administration;
* Liaise with stakeholders including government funder, clinical placement partners, College of Nurses of Ontario, Touchstone Institute, HealthForce Ontario Marketing and Recruitment Agency, and others as needed;
* Liaise with personnel at the four universities to confirm admissions, registration, and support processes, and liaise with online vendor to ensure smooth student transition and handoff of grades back to universities.

## Education

* Master’s Degree required

## Experience Required

* Minimum of two years of relevant experience.
* Knowledge of and familiarity with university culture and environments
* Able to work independently, and as a member of a team
* Strong attention to detail
* Highly organized
* Results-oriented
* Excellent communication skills, both written and verbal, including tact, diplomacy and discretion
* Knowledge of and experience managing budgets
* Understanding of the role of staff in working with boards or governance committees,
* Demonstrated ability to coordinate large projects with high complexity, including ability to conceptualize the individual parts of a project in relationship to the whole, and keep the overall enterprise moving forwards
* Ability to adapt to rapidly evolving conditions, troubleshoot, and overcome challenges;
* Understanding of the role of provincial regulatory bodies in relationship to health science education.