



Oulton College, established in 1956, is a leader in post-secondary education in Atlantic Canada, driven by its commitment to student success.

We are seeking dedicated individuals who are eager to make a lasting impact on students' lives while helping them launch successful careers. For over six decades, Oulton College has been helping students succeed in achieving their career goals. We offer training in four faculties: Health Science, Business, Human Services, and Information Technology.

Oulton College is the first private career college to become Degree granting in the province.

Oulton College is undergoing a significant growth phase and is poised to grow substantially over the next few years. If you have a genuine passion for student success and are seeking a fulfilling career in the education sector, we encourage you to explore the possibilities of joining our team at Oulton College.

Position Summary – Nursing Program Coordinator

Join our team as the dynamic Bachelor of Science, Nursing Program Coordinator, reporting to the Director of Nursing. This is an **onsite position** and will play a pivotal role in coordinating all didactic, lab and clinical aspects of the programs to better prepare students for their career in nursing. Your goals would include enhancing the student's overall program experience by ensuring effective program coordination along with some teaching. Collaborating closely with our clinical coordinator, to provide support to students, clinical faculty, preceptors as well as employer relationships are key. You will help identify new clinical opportunities, ensuring our graduates step into the workforce with confidence. From meticulously monitoring lab operations to sourcing innovative hands-on learning experiences, you'll foster an environment where critical thinking thrives. Join us to be a part of the program that exceeds employer expectations and aligns with Oulton College values.

Key Accountabilities

- Accountable for program success and coordination
- Engagement in teaching and educational activities as needed
- Ensure student support, satisfaction and success
- Maintain strong contacts in the field and community
- Facilitate program review

- Assist clinical placement coordinator with clinical/preceptor site visits and feedback (with support of the BSCN team)
- Schedules and other administrative coordination to ensure a positive experience for students and staff
- Provide front line support for student issues
- Ensure weekly audits of learning outcomes are performed and reported to the Director

Key Selection Criteria

The ideal candidate must hold:

- Bachelor's degree in nursing with a Master's degree/ or in process.
- Preferred degrees in Nursing or Adult Education
- Minimum 3 years' experience working in clinical practice
- Administrative/coordination experience
- Experience supervising teams
- Credential in Adult Education an asset
- Experience in an academic setting is an asset

Key Success Measures

- Student success
- Faculty satisfaction
- Graduate success
- Effective coordination of didactic and lab components

Benefits

- Annual salary range \$85,000 - \$105,000 (based on experience)
- Paid annual licensing fees
- Professional development opportunities and financial support with continuing education
- Employee health benefits (50/50 copay with employer)
- Group Retirement Savings Plan with employer contribution matching
- Positive and supportive work environment
- Opportunities for professional advancement

To apply: Send your resumes to careers@oultoncollege.com