

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Nursing Clinical Placement Specialist, Professional Services Specialist 4, AFT (Unclassified)

**Requisition Code:**

S2300627

**Location:**

Galloway - Main Campus

**Job Category:**

AFT Professionals

**Department:**

School of Health Sciences (220020)

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

**Posted Date:**

01/27/2023

**Closed Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Under the supervision of the Chief Nurse Administrator, the Nursing Clinical Placement Specialist will work with the Manager of Health Science Accreditation and Clinical Placements and Nursing Faculty to process clinical site requests for placement of graduate and undergraduate students. They are primarily responsible for entry and maintenance of student, clinical faculty, and clinical adjunct data and health requirements for all nursing programs.

**Responsibilities:**

- Oversee and conduct data management tasks for multiple student clinical sites
- Act as a liaison between nursing program faculty and clinical site personnel
- Process faculty clinical site requests for placement of graduate and undergraduate students
- Assist program to track resources and requirements for student and faculty clinical and clinical lab experiences
- Collaborate with fieldwork or placement coordinators in other disciplines on related duties such as contracts acquisition, site management, etc.
- Enter and maintain student, clinical faculty, and clinical adjunct data and health requirements for all nursing programs
- Maintain and update clinical site and preceptor databases and clinical education site and facility standards
- Create regular reports on compliance of student and faculty health requirements
- Assist in the preparation of reports as needed for accreditation standards
- Support Stockton University's diversity commitment and strong student-centered vision and mission
- Perform other duties as assigned

**Required Qualifications:**

- Bachelor's degree (Applicants who do not possess the required education may substitute required experience on a year-for-year basis)
- Proficiency in use of Microsoft Office including Excel and Word
- Experience with healthcare systems, practices, and facilities

**Knowledge, Skills and Abilities**

- Attention to detail in reviewing and verifying that procedures are followed to comply with clinical contracts or affiliations and accreditation and licensing institutions
- Ability to outreach and engage with clinical partners
- Demonstrates through past accomplishments and actions excellent management, organizational, and professional communication skills
- Demonstrates through past accomplishments and actions the ability to support Stockton University's diversity commitment and strong student-centered vision and mission
- Knowledge of rules and regulations in accordance with FERPA and HIPAA laws

**Preferred Qualifications:**

- Master's degree in a health science, nursing, or pre-professional area
- Experience in Banner or other higher education database systems and/or clinical data organizational tracking systems such as Typhon, myRecordTracker, Certiphi, etc.
- Takes initiative and can make independent and interdependent determinations on the best possible resolution to processing problems
- Experience in compiling, analyzing, integrating data, and generating reports across systems

**Required Documents:**

Letter of Interest, Resume, Unofficial Transcripts

### How To Apply:

**Screening of applications begins immediately and will continue until the position is filled. Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF**

1. A letter of interest describing specific skills and experiences
2. A current resume
3. Unofficial transcripts
4. A list of three professional references (included in the application): Name, Organization, Email address and Telephone

**SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.**

Click [here](#) to apply.

### Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.