

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

NCSBN

JOB POSTING: #10190

OPEN POSITION ANNOUNCEMENT

<u>Job Title / Status</u> Senior Coordinator, Business Operations, Examinations	<u>Division</u> Operations	<u>Department</u> Examinations
<u>Accountable To</u> Director, Business Operations, Examinations	<u>FLSA Status</u> Exempt	<u>Band</u> 5
<u>Date Posted</u> Friday, October 26, 2018	<u>Expiration Date</u> Friday, January 18, 2019	
<u>Job Summary</u> <p>Position serves as the primary staff support for the Examinations Department which includes providing professional administrative assistance on a daily basis. Coordinates due dates, reviews and maintains the consistency of Examinations Department reports and communications (NCLEX Member Board Manual/NCLEX Administration Manual, Business Book, PowerPoints, NCLEX Candidate Bulletin, policies and procedures, Pearson reports, Board of Directors and CCRNR reporting). Coordinates the preparation and provides staff support for the NCLEX Examination Committee (NEC) meetings including reports, minutes and committee member correspondence. Provides support to other department meetings as assigned. Ensures communication to stakeholders is complete and accurate. Creates executive correspondence for examination related communications. Maintains department documents, filing structure and password/access to secure applications and performs support functions as necessary. Provides administrative support to the Director, Business Operations, Examinations and the Chief Officer, Operations, by scheduling meetings and travel arrangements, filing contracts and copyrights, tracking expenses for select contracts and coordinating expense reports for committees. Works with the Director, Business Operations, on strategic initiatives as assigned. Performs other duties as assigned.</p>		
<u>Job Requirements</u> <p>Bachelor's degree with three to five years administrative support to senior-level executives, project coordination and experience in business and nonprofit management; or equivalent combination of training and experience is required. Exceptional writing, editing and proofreading skills. Excellent oral and written communication, presentation, technical, organizational, customer service, problem solving, analytical and critical thinking, and problem solving skills. Detail-oriented, resourceful and innovative with the ability to work collectively and independently to resolve issues and ensure that assignments and projects are accurately completed within established deadlines. Ease/flexibility in adapting to changing priorities and comfortable working in a fast-paced, team-focused work environment. Expected to treat sensitive/confidential information with appropriate discretion. Strong sense of diplomacy and ability to master necessary skills and comprehend operations of programs and projects. Technical expertise must include advanced skills in MS Office (Excel, PowerPoint, Word) and familiarity with using multiple databases.</p>		

Interested candidates must submit their resume along with cover letter and salary requirements as soon as possible but no later than Friday, January 18, 2019, to:

Joseph R. Dudzik; Director, HR
National Council of State Boards of Nursing, Inc.
111 East Wacker Drive, Suite 2900, Chicago, Illinois 60601

hr@ncsbn.org

NCSBN is an Equal Opportunity Employer.