

# **Administrative Coordinator: NLN Commission for Nursing Education Accreditation (NLN CNEA)**

## **DESCRIPTION:**

The NLN CNEA administrative coordinator assists the manager of the NLN CNEA accreditation services and the executive director of the NLN Commission for Nursing Education Accreditation in managing the delivery of accreditation related activities; monitoring the non-salary budget; maintaining accreditation databases; and interacting with multiple stakeholders with a high level of professionalism and confidentiality. The NLN CNEA administrative coordinator reports to the manager of the NLN CNEA accreditation services.

## **DUTIES AND RESPONSIBILITIES:**

- Provide administrative support to the office of the executive director of the NLN CNEA and the manager of the NLN CNEA accreditation services
- Implement and maintain up-to-date databases and filing systems required to track multiple accreditation-related activities
- Provide nursing program support in the use of the e-accreditation management system.
- Coordinate arrangements associated with accreditation meetings, training programs, workshops, on-site evaluation visits, and other events, including hotel arrangements, food delivery and travel
- Provide support for NLN CNEA board of commissioner meetings and other accreditation committees, including the recording and timely transcription of minutes
- Ensure timely processing of all invoices and payments, including preparation of accreditation fee invoices, accreditation fee payments, payment of invoices, travel reimbursements, and review of monthly budget statements for accuracy
- Manage relevant correspondence of the NLN CNEA division in a timely and efficient manner
- Process and compile survey data and other relevant information, assisting with preparation of reports as appropriate
- Serve as initial point of contact for external stakeholders contacting the NLN CNEA via telephone and/or email
- Maintain and update website content ensuring information remains current and accurate
- Assist with other tasks or projects as assigned by the manager of accreditation services or the executive director

## **QUALIFICATIONS:**

Baccalaureate degree required, graduate degree preferred. Ability to function independently is essential. Competence in the development of databases and spreadsheets and use of word processing, database and spreadsheet (MS Office software) required. Excellent planning and organizational skills, particularly in relation to attention to accuracy and detail is essential. Excellent oral and written communications skills with the ability to manage highly sensitive

and confidential information. Ability to work and communicate effectively with internal and external stakeholders. Ability to plan and organize work, provide direction to others as appropriate, and to manage multiple tasks and meet deadlines.

### **LOCATION**

The NLN is located at the Watergate, 2600 Virginia Avenue NW, Washington, DC; this position will be part-time/ 20 hours a week, on-site (no telecommuting).

### **HOW TO APPLY**

Submit your resume, cover letter, writing sample and three references to: accreditation@nlm.org. Please include “CNEA Administrative Coordinator” in the subject line of your email.