

Le Moyne College

Administrative Nurse Manager

(Reports to Director of Student Health and Counseling Service)

A Registered Professional Nurse to fill a full time (10 month) position as a clinical nurse manager of the Student Health Services. Primary responsibilities are to provide oversight of the Health Office, give direct patient care to students including assessment, triage and assistance to medical practitioners and utilize a prevention model with holistic and wellness approach. The student body is a diverse population and candidates must be knowledgeable about both medical conditions and prevention services for a college campus and should be familiar with the issues that present in this environment.

A New York State nursing license in good standing is required, Bachelor degree preferred. Experience must include a minimum of 3 - 5 years of College Health and/or Family Practice with administrative duties in those areas.

MAJOR FUNCTION:

This position is responsible for overseeing the daily operation of Health Services.

ESSENTIAL FUNCTIONS:

- Perform office nursing duties.
- Manage office and staff.
- Create and maintain policies and procedures.
- Maintain inventory of medicines and medical supplies.
- Work with Athletic Department, Jumpstart, Jesuit Novices to certify students for participation.
- Performs other related duties as required and assigned.

EDUCATION:

- Graduate of an approved Registered Nursing program, Bachelor degree preferred.
- Current license in good standing to practice in New York State.

PREREQUISITES:

- 3 – 5 years of College Health and/or Family Practice experience.
- Experience with administrative duties in those areas of practice.
- Knowledge of allergy injections, phlebotomy skills.
- CPR certified.
- Detail oriented with good interpersonal and organizational skills, excellent written and verbal communications skills.
- Computer competency.

Candidates can apply by sending a cover letter, resume and contact information for 3 professional references electronically to lemoynehr@lemoyne.edu with a subject line of Nurse. **Review of applications will begin immediately and continue until the position is filled.** Le Moyne College is an equal opportunity employer and encourages women, persons of color and Jesuits to apply for employment.