Program Coordinator (Non-Merit)
The Kentucky Board of Nursing, Professional Support Branch in Louisville (Jefferson County) has an opening for a non-merit Program Coordinator.

DUTIES AND RESPONSIBILITIES:
This position coordinates the activities of the statewide Nursing Incentive Scholarship Fund (NISF) program, provides programmatic support for the Professional Support Branch and conducts in depth data compilation and analysis for programs of nursing statewide.

Responsibilities may include, but are not limited to:
- Interprets laws, regulations, policies and procedures related to the NISF program I the acceptance and review of applications, verification of student status, ranking of applications and development of correspondence for scholarship recipients.
- Compiles, edits, analyzes reports and provides feedback on statewide programs of nursing for multiple data points and monitoring of key components, trends and statistics.
- Oversees the program of nursing faculty audit bi-annually.
- Updates and maintains the website for the Professional Support Branch.
- Coordinates planning for educational programs, workshops and webinars conducted by the Branch.
- Performs other duties as assigned.

PREFERRED SKILLS:
Proficiency in Microsoft Office programs and experience in creating and maintaining complex spreadsheets is required. Experience using Qualtrics is highly preferred. Strong oral and written communication skills, dependability, self-motivation and attention to detail are required.

MINIMUM REQUIREMENTS:
EDUCATION:
Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:
Three years of professional experience in management or administration.

Substitute EDUCATION for EXPERIENCE:
A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:
Administrative or business experience will substitute for the required education on a year-for-year basis.

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Pay Grade: 13
Gross Monthly Salary Range: $2,670.20- $3,320.50
Position #: 31113351
Employment Type: EXECUTIVE BRANCH | NON-MERIT, NON-CHAPTER | FULL-TIME | FLSA NON-EXEMPT | 37.5 HR/WK
Location: 312 Whittington Parkway, Suite 30, Louisville, KY 40222
*Telecommuting options may be available with approval from the Appointing Authority.

Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at: Jennifer.Hart@ky.gov

This position will remain open until filled.
An Equal Employment Opportunity/Affirmative Action Employer M/F/D