



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

NAME OF EDUCATIONAL INSTITUTION:	Northern Illinois University
POSITION:	Graduate Nursing Internship Coordinator, DeKalb, IL
RESPONSIBILITIES:	<p>The School of Nursing, in the College of Health and Human Sciences at Northern Illinois University, invites applications for an anticipated 12-month, full-time Supportive Professional Staff position in its nursing program.</p> <p>The Graduate Nursing Internship Coordinator is an academic administrator who reports to the Director of Graduate Studies and assists the Director and the Chair with general administration of the graduate nursing program. The responsibilities of the Coordinator include, but are not limited to, coordinating internship experiences for graduate nursing students, recruiting preceptors, managing internship distribution among nursing specialties, and ensuring the timely progression of all graduate students.</p> <p>The NIU School of Nursing offers a B.S. in Nursing through pre-licensure and degree-completion options, an M.S. in Nursing with specializations in Family Nurse Practitioner and Nurse Educator, and a Doctor of Nursing Practice (DNP). The program is accredited by the Commission on Collegiate Nursing Education.</p>
MINIMUM QUALIFICATIONS:	The successful candidate will have a Master's degree in nursing and eight or more years of nursing clinical experience and two or more years of experience as a nurse educator in academic and/or clinical settings.
PREFERRED QUALIFICATIONS:	Those candidates who have excellent communication and organizational skills, a working knowledge of university academic policies, nursing program administration and familiarity with healthcare informatics, will be given preference.
TO APPLY:	<p>Applicants must send a letter of application stating qualifications, transcripts, current resume, and two letters of references or reference contacts (no faxes please) to:</p> <p>David Dosier, Director of Operations</p>

School of Nursing
Northern Illinois University

1240 Normal Road, DeKalb, Illinois 60115
E-mail: ddosier1@niu.edu

Preference will be given to applications received by **4:30 p.m. on March 17, 2017**. Incomplete applications will not be accepted.

In compliance with the Illinois Campus Security Act, before an offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.

In accordance with applicable statutes and regulations, NIU is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action. NIU recognizes Dual Career issues.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.