

POSITION ANNOUNCEMENT
Nursing Program Coordinator – School of Nursing
San Juan Instructional Site



About the Position

The Ponce Health Sciences University School of Nursing is seeking a dynamic and experienced **Nursing Program Coordinator** to provide academic and administrative leadership for the Bachelor of Science in Nursing (BSN) Program at the San Juan Instructional Site. The coordinator will oversee academic operations, support faculty and student success, ensure curriculum congruency and accreditation compliance, and teach nursing courses with a maximum load of 9 academic credits per academic term.

Key Responsibilities

- Coordinate the day-to-day academic operations of the BSN Program.
- Support student recruitment, retention, progression, and graduation.
- Coordinate course scheduling and faculty assignments.
- Monitor student academic outcomes and program effectiveness.
- Support faculty development and mentoring initiatives.
- Participate in accreditation and continuous quality improvement activities.
- Collaborate with clinical partners and university departments.
- Serve as the Dean's representative at the San Juan Instructional Site.

Qualifications

- Master of Science in Nursing (MSN) required; doctoral degree or enrollment in a doctoral program preferred.
- Current and unrestricted Puerto Rico Registered Nurse license.
- Minimum of **10 years of clinical nursing experience** in Medical-Surgical Nursing, Emergency Nursing, Critical Care, or another acute care specialty.
- Higher education teaching experience preferred.
- Fluency in **English and Spanish**, both written and spoken.
- Proficiency in Microsoft Teams, Outlook, Excel, Zoom, Canvas, ExamSoft, and other educational technologies.
- Excellent leadership, organizational, communication, and interpersonal skills.
- Availability to travel to the **Ponce Campus at least three (3) times per month** and work remotely when institutional needs are required.

Why Join Us

The successful candidate will play a vital role in advancing academic excellence, student success, faculty collaboration, and the preparation of future nursing professionals committed to improving healthcare in Puerto Rico and beyond.

Application Process

Interested candidates should submit a curriculum vitae and letter of interest for consideration to: mifeliciano@psm.edu cc crtorres@psm.edu

