

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

May 20, 2020

JOB TITLE: College Nurse (full-time)

REPORTS TO: Vice President and Dean of Students

DEPARTMENT: Student Life

Job Summary: The Hilbert College Nurse treats students for medical issues, helps prevent physical issues and disease, and coordinates routine health assessments. Also, the nurse manages the Wellness Center and coordinates educational health programs. Serves as the College's Official Liaison to the New York State Department of Health and the Erie County Public Health Department. Duties to include:

- Responsible for professional, medical treatment of students.
- Responsible for early detection of physical problems and health evaluations.
- Responsible for disease prevention.
- Assists in promoting programs on health-education and immunization.
- Maintains clinical records.
- Coordinates vision, hearing, and orthopedic screening and health assessments.
- Provides emergency aid to students and College staff as needed.
- Assists staff and faculty in instructing students in health and nutrition education.
- Serves as a member and/or leader of health related campus-wide committees.

Requirements/Qualifications: Knowledge of community agencies to help students with appropriate referrals. Knowledge of College policies and procedures. Familiar with international health issues to advise students, faculty and staff on international travel. Prolonged periods of sitting at a desk and working on a computer. Prolonged periods of standing, reaching, and bending. Registered nurse (RN) certification required. Current New York State nursing license required. Preference given to those with an Associate's degree. Driver's license required for student transport highly desirable. Experience with college student health issues.

Interested candidates should submit a cover letter, resume and contact information for three professional references to Maura A. Flynn, Director of Human Resources, jobs@hilbert.edu

Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>

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