POSITION ANNOUNCEMENT

TITLE: NURSE PRACTITIONER
DEPT: STUDENT HEALTH CENTER

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: (Negotiable at Pay Grade) Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: Concurrent CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS

JOB DUTIES:
Coordinates the day to day operations of the Health Center as directed by the Director of the Health Center. Manages administrative flow of grants, report writing, data collecting, maintenance of all licenses, development of health care special programs, education and evaluation of personal, and keeps the health center in compliance with special granting agencies and HIPPA, and serves on University committees. Performs physical assessments, documents all patient encounters in chart, educates patients in wellness plans, refers to specialist and outside testing, elicits and review health histories, orders and interprets diagnostic testing, develops and initiates treatment plans which include prescribing medication. Attend conferences and meetings for C.E. credit. Diagnostic treatment and capabilities consistent with the training of a certified nurse practitioner. Communicates very effectively in written and oral form, and can maintain effective working relationships with students and staff. Use independent judgment and initiative, while organizing and directing several activities for health care and prevention. Provide effective wellness and prevention programs for students. Manage administrative work. Knowledge of University and department policies and procedures. Good knowledge of Nurse Practice Act rules and regulations. Good knowledge of various types of medical equipment, instruments and medications and their reactions. Knowledge of college health problems and issues. Ability to do short range administrative planning, problems analysis, and resolution. Report preparation which may contain statistics and recommendation and grant writing.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required, Science related field desired but NOT required. DEA license required. 5 years previous experience as a certified nurse practitioner or nurse in hospital, school, or clinic setting desired. Current New Mexico Nurse Practitioner license required. National Certification as a college health, adult health, family health, women’s health, ob-gyn, or pediatric nurse practitioner preferred. Must be able to communicate effectively with students, faculty, staff, and general public. Communicates very effectively in written and oral form and can maintain effective working relationships with students and staff. Transcripts and copies of certificates required for consideration.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 046, Socorro, NM 87801-4796