



Job Posting

Job title:	Accreditation and Evaluation Programs Coordinator
-------------------	---

Reports to:	Managing Director, Accreditation and Evaluation
--------------------	---

Job overview:

This position coordinates the activities related to CASN’s accreditation programs and certification exams. Responsibilities include supporting schools going through the accreditation review process and assisting with the evaluation of CASN’s accreditation programs. Responsibilities also include supporting steps in the development and updating of CASN certification exams.

Full-time, 35 hours/week

Responsibilities and Duties

Guide schools of nursing through the accreditation process
Assist in the evaluation of CASN’s accreditation programs and certification exams
Organize and support decision-making meetings
Provide educational sessions to schools of nursing about accreditation
Organize and support item exam development and evaluation
Keep records of activities
Contribute to creating and updating tools and communications for the team
Other Duties:
<ul style="list-style-type: none"> • Provide support for major CASN activities, such as Council, Conference, special projects • Carry out other tasks as assigned, including taking direction from other staff as needed.

Qualifications

Required qualifications

Master’s degree in nursing or related field.
Experience with nursing education.
Bilingual (English and French).
Excellent written and oral communication skills in English and French.
Attention to detail and accuracy, and excellent proof-reading/editing skills.
Excellent organizational skills, ability to prioritize multiple responsibilities and meet deadlines.
Ability to use good judgement and problem-solving skills.
Tact, diplomacy, sensitivity & respect for principles of confidentiality.

Ability to work independently with minimum supervision (working remotely currently due to COVID-19).
Ability to take initiative, be a team player and demonstrate a positive attitude.
Ability and willingness to learn new skills/software/programs.
Proficiency with Microsoft Office Suite (Word – intermediate to advanced level expertise, Excel – basic level expertise, PowerPoint – basic level expertise), use of email and Internet.
Ability to take accurate meeting minutes and to guide committees to make wise decisions.
Ability to work a flexible schedule occasionally in order to accommodate meetings with schools in different time zones
A professional attitude, excellent interpersonal skills, client-focused and responsive to client requests (i.e. customer-service skills).

Preferred qualifications

Experience with Microsoft Outlook for email and scheduling.
Comprehension of academic environments/structures.
Experience with accreditation programs and/or quality improvement.
Experience with exam development and/or evaluation.
Experience using and/or setting up Zoom and/or Microsoft Teams meetings.

What we offer:

- Generous leave entitlements, including December holiday closure
- Benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and professional and confidential Employee Assistance Program services
- Participation in a defined contribution pension plan (some exceptions may apply)

The Canadian Association of Schools of Nursing (CASN) is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

The closing date for applications is Thursday, March 3, 2022. Please submit a cover letter and resumé to: HRRecruiting@casn.ca

Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.