

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

CLINICAL LIAISON

FLSA STATUS - NON-EXEMPT - PAY GRADE: 14 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Clinical Liaison facilitates the coordination of clinical nursing rotations and concerns between clinical partners, full-time and adjunct faculty, and the Nursing/Nursing Related Programs at FSCJ. This position provides planning activities and strategies for optimal utilization of clinical partners by FSCJ, and provides assistance to enhance the student's clinical learning experience.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Uploads faculty and student information to the appropriate compliance platforms. Checks faculty and student compliance for hospital rotations. If non-compliant, communicates with students/instructors and updates the systems each term.

Coordinates and resolves conflicts in clinical schedules.

Maintains comprehensive data files regarding all clinical meetings, decisions, and resolutions.

Communicates information to and from appropriate faculty members, clinical partners, the Associate Dean of Nursing, and the Dean of Nursing.

Communicates specific requirements of clinical partners to nursing faculty and students.

Schedules full-time and adjunct faculty, and student orientation with various clinical partners each semester.

Schedules meetings with Educational Coordination from all clinical partners to address concerns and facilitate coordination of activities.

Assists with recruitment of full-time and adjunct nursing faculty.

Utilizes a student-centered planning approach to the coordination of clinical hospital rotation schedules that prioritizes the interests and aspirations of the individual student.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

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MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution and two (2) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and three (3) years of related experience coordinating clinical rotation schedules.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2005

Revised: 11/20/25