

## Position Description

**Position Title:** Health Services Nurse  
**Department:** Health & Counseling Services  
**Reports To:** Dean of Student Services  
**FLSA Status:** Non-Exempt  
**FTE:** Full-time (.75) or part-time available (see explanation below)

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### Position Summary

The Health Services Nurse supports the health and medical needs of Wisconsin Lutheran College (WLC) students through direct clinical care, health education, and care and services coordination. Working collaboratively under the direction of the Medical Director and Dean of Student Services, the nurse supports the daily operations of Health Services within the Office of Health & Counseling Services and serves as a consultant to faculty and staff on student health and wellness concerns.

This position supports the mission, vision, and values of WLC by delivering compassionate, ethical, and student-centered care consistent with WLC's Christian identity.

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### PRIMARY RESPONSIBILITIES

#### Clinical Care & Student Support

- Assess, treat, and follow up with students presenting with illness, injury, or chronic health conditions in accordance with established protocols, professional standards, and scope of practice.
- Conduct health histories, physical assessments, and examinations; dispense first aid and approved over-the-counter medications as appropriate.
- Provide and/or coordinate immunizations, tuberculosis testing, and other preventive health services.
- Refer students to community healthcare providers and specialty services when additional care is needed.
- Educate and support students regarding health concerns, treatment plans, and wellness practices.

#### Health Education, Prevention & Programming

- Lead, support, and participate in campus health education and wellness initiatives, orientation activities, new student visit days, and other wellness-related events while promoting health decision-making and preventive health practices among
- Collaborate with campus partners to ensure emergency response equipment remains current, operational, and properly maintained.

#### Health Services Operations & Records Management

- Support the daily operations of Health Services within the Office of Health & Counseling Services.
- Support student employee success by providing training, guidance, and workplace mentorship while coordinating with the Building Manager, who maintains direct supervisory responsibility.

- Maintain timely, accurate, and legally compliant medical and immunization records using an Electronic Health Record (EHR) system while ensuring confidentiality and compliance with HIPAA, FERPA, institutional privacy standards, and federal and state health reporting requirements.
- Assist with inventory management, ordering, and maintenance of medical supplies and equipment.
- Provide health-related data and reports to the Dean of Student Services for institutional reporting purposes.
- Provide general office and administrative support as needed.

### **Collaboration, Communication & Liaison Responsibilities**

- Serve as a liaison between Wisconsin Lutheran College and external healthcare providers, clinics, and community resources.
- Consult and collaborate with physicians, counselors, athletic trainers, residence life staff, and other campus partners as appropriate to support student well-being.
- Coordinate the secure transmission of medical records and authorizations to support continuity of care.
- Assist students in navigating health insurance processes, including claims, referrals, and coverage questions.
- Provide professional nursing support during emergency response situations affecting the campus community.

### **Mission Alignment & Professional Standards**

- Demonstrate respect for and responsiveness to the diverse needs and experiences of students.
- Maintain current knowledge of best practices and trends in college health and nursing care.
- Support the mission, vision, and values of Wisconsin Lutheran College and the broader Student Life team by assuming additional responsibilities as assigned by a senior leader.

*This job description is not intended to be exhaustive. Duties and responsibilities may be modified or reassigned at any time to meet institutional needs.*

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## **QUALIFICATIONS**

### **Required Qualifications**

- Licensed as a Registered Nurse (RN) in the State of Wisconsin with national board certification.
- Demonstrated knowledge of health and wellness challenges affecting post-secondary students.
- Documented evidence of appropriate clinical skills and the ability to provide quality healthcare.
- Familiarity with health insurance processes to assist students with claims and coverage questions.
- Strong organizational skills with the ability to coordinate multiple overlapping responsibilities.
- Customer service orientation and excellent written and verbal communication skills.
- Computer literacy in Microsoft Word, Excel, Outlook, and Electronic Health Records systems. Familiarity with Mediat EHR is preferred.
- A personal commitment to and appreciation for the mission, vision, and values of WLC.

### **Preferred Qualifications**

- Two to five years of clinical experience, preferably in an educational or campus health setting.
- Experience supporting or implementing health education and wellness programming.

- Experience working with young adults and diverse student populations.

### **Physical Demands**

- The position is primarily sedentary but requires regular movement within the office and across campus.
- Occasional lifting, carrying, or movement of medical supplies and equipment may be required.

### **Work Environment**

- The Registered Nurse practices in accordance with Wisconsin RN licensure regulations, organizational policies, and clinical oversight as established by the Medical Director.
- Professional office and clinical environment within the Office of Health & Counseling Services.
- Routine use of standard office equipment and basic medical supplies and equipment.
- Occasional evening/weekend work may be required for events, orientation, and crises.

### **Mission Alignment**

- Active membership in good standing with the Wisconsin Evangelical Lutheran Synod (WELS/ELS) is preferred
- As with all positions at Wisconsin Lutheran College, this position requires the incumbent to perform his/her job responsibilities in a manner consistent with the overall mission and core values of WLC, as defined through its affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).

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### **FTE Status Explanation**

#### **FULL-TIME**

The 0.75 FTE follows a 12-month annualized schedule with full-time benefits eligibility. During the academic year (August–May), the employee is expected to work approximately 40 hours per week, Monday through Friday. During most summer and academic break periods, the schedule is reduced to approximately 20 hours per week. Eligibility for full-time benefits is maintained provided the employee's annual average schedule remains at or above 30 hours per week.

#### **PART-TIME**

This position follows a 10-month schedule during the academic year (August–May), with an expected schedule of approximately 20 hours per week, Monday through Friday. Limited additional hours during June and July will be scheduled by mutual agreement to support Health Services planning, preparation, and transition between academic years.