



PT Registered Nurse

Department: Health and Counseling Center
Status: Non-Exempt, Part Time
Closes: Open until filled

Report To: Executive Director of Wellness
Classification: Staff

POSITION SUMMARY

The Mercyhurst University Cohen Student Health Center nurse provides primary health care to the university students within the accepted professional nursing standards and protocols approved by the Pennsylvania State Board of Nursing.

DUTIES AND RESPONSIBILITIES

Nursing duties include the following. Other duties may be assigned.

- Develops and carries out individualized care plans that support the physical, emotional, psychological, and social well-being of students.
- Works collaboratively with physicians and the clinical team to ensure high-quality, coordinated care.
- Performs physical assessments, makes nursing diagnoses, and provides treatment (including prescriptive medicine under standing orders).
- Educates students about their health conditions, treatment options, and preventive measures to promote lifelong wellness.
- Identifies current and potential health risks, guiding students toward healthier choices and safer behaviors.
- Maintains accurate, clear, and timely documentation of visits, assessments, and treatment plans.
- Communicates important clinical, safety, and student health concerns to leadership in a proactive, solutions-focused way.
- Provides appropriate health information to parents when authorized by student consent.
- Welcomes every student with compassion, courtesy, and respect, upholding a strong “student-first” philosophy and honoring diversity and inclusion.
- Leads and supports campus-wide health initiatives, including flu vaccine clinics, TB testing, health form reviews, and student physicals. Serves as a key partner with faculty in the Physician Assistant Program.
- Acts as a trusted health resource and educator for the entire campus community.
- Helps develop policies, protocols, and quality assurance programs that strengthen clinical care.
- Pursues ongoing professional growth through continuing education and licensure requirements.
- Supports the overall operations of the Health Center, including supply management and other essential tasks.

EDUCATION AND EXPERIENCE

This position requires a registered nurse with a background in primary health care. She/he must have the ability to work primarily with Mercyhurst students, coordinating their health care within the philosophical boundaries of the catholic university and within the legal, ethical, and professional standards of nursing. The position is one of great responsibility and has room for individual creativity. A focus on preventative health care and wellness is encouraged.



Graduation from an accredited school nursing (Associate's Degree in Nursing); current Pennsylvania licensure, in good standing, as a Registered Nurse with a minimum of two years of related nursing experience that is applicable to the assigned work area.

KNOWLEDGE AND SKILLS

- Demonstrates strong clinical skills appropriate to level of education and nursing licensure.
- Maintains current CPR certification and a commitment to patient safety.
- Possesses a solid understanding of office practices and procedures to support efficient operations.
- Collaborates effectively with colleagues, with the ability to coordinate tasks and provide direction or supervision when needed.
- Organizes work with clarity and purpose, prioritizing responsibilities and exercising sound judgment in alignment with organizational policies.
- Builds and maintains positive, professional relationships with students, staff, and the broader community.
- Communicates clearly and effectively—whether in writing, by phone, or in person—with professionalism and empathy.
- Represents the department and University with courtesy, respect, and a welcoming demeanor.
- Proficient in the use of personal computers and office technology to support clinical and administrative functions.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include the ability to distinguish the nature of objects by using the eye.

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion, or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
East 38th Street Erie, PA 16546
hrinfo@mercyhurst.edu



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA
16546
814-824-2000
800-825-1926

mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.