

# Employment Opportunity

Re-advertisement [2]

EO

No: 2024-061

---

## College of Micronesia–FSM

Human Resources Office P.O. Box 159

Kolonia, Pohnpei, FSM 96941

Phone: 691-320-2480 Email:hro@comfsm.fm

---

**Opening Date: February 26,2024**

**Closing Date: March 11, 2024**

### Position and Salary:

“Position is eligible for transportation and housing”

**College Nurse**

**K/3/C-K/6/C**

**\$10,889.00-\$12,270.00 PA**

### Location:

Career and Technical Education Center (CTEC)/Dispensary

P.O. Box 614

Kolonia, Pohnpei 96941

### College of Micronesia – FSM Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

### Values

**COMMITMENT EXCELLENCE TEAM**  
**LEARNER-CENTEREDNESS**  
**PROFESSIONALISM WORK**

### Duties: Major responsibilities include these:

- Provide primary and preventive health services, including emergency care, basic first aid care, and clinical treatment for illnesses, health screenings, family planning and referrals for needed services.
- Provide confidential health advice and/or counsel to individual students and college employees.
- Provide comprehensive preventive health care, including routine physical health care examination and screening, such as vision, hearing tuberculosis, diabetes, hypertension, and schedule follow up and referrals.
- Provide and/or coordinate individual and mass immunizations.
- Keep account of stock and reordering as required within a budget.
- Provide advice for staff on management and control of infectious diseases.
- Provide advice for campus administrators, in particular the college in general on management and control of infectious diseases.
- Create health-related education materials and guides for students and staff members.
- Monitor the safe storage of all medicines and other medical supplies and equipment.
- Organize and implement health education regarding alcohol and drug awareness, basic first aid, family planning, diet, HIV/AIDS, STDs, communicable diseases, and others.
- Educate students and staff regarding health issues, life choices, skills and self-responsibility. Be able to direct student and staff to relevant health education information.
- Participate in college lectures and programs aimed at providing students and staff with information about sex education, disease presentation, exercise, nutrition, and better lifestyle choices.

- Serve on committees and perform other duties as assigned.

**Minimum Qualifications:** Licensed Practical Nurse with at least two years of nursing experience and valid license by the board of Nursing in the FSM to practice nursing. **Knowledge of:** professional nursing theory and practice; health counseling and school health policies; standard nursing techniques to a wide variety of patient care and counseling situations; family planning theory. **Ability to:** apply standard nursing techniques to a wide patient care and counseling situations; administer detailed medication and treatment; keep records and make report; understand and follow oral and written directions in exact detail; establish and maintain effective working relations with students, local health and social agencies, and physicians; work with a diverse student, faculty, and staff.

**Software programs or applications:** Proficient in the use of Microsoft Office suites, presentation software, spreadsheet, communication and collaboration tools. **Preferred qualification:** Bachelor's degree in nursing from a US accredited college and three (3) years' experience in in the field of work and a valid license by the board of Nursing in the FSM to practice nursing.

Foreign credentials must be equated to US standards using World Education Services at <http://www.wes.org>.

**Contact:** Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or the college's website at [www.comfsm.fm](http://www.comfsm.fm).

### **Application Procedure**

Interested candidates must submit the following documents:

1. A letter of interest addressing how the candidate's professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>);
3. A current resume which includes personal email address and cellular phone number;
4. Copies of college transcripts for all degrees earned;
5. A minimum of three professional reference letters under 6 months old;
6. Court report (criminal background) under 6 months old; and
7. Copy of valid FSM issued Nursing License

Documents are to be submitted electronically to [hro@comfsm.edu.fm](mailto:hro@comfsm.edu.fm) (preferably as PDF attachments) or mailed to:

Human Resources Office  
College of Micronesia-FSM  
P. O. Box 159  
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Applications will be accepted until **March 11, 2024** followed by screening by the committee. Official and hard copies of college transcripts are require to be mailed directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy Manual.

FSM Citizens are encouraged to apply