

Sul Ross State University
Position Description

Official Title: Coordinator for Bachelor of Science in Nursing Programs

Salary Group: Classified Non Exempt

Job Code: 5810

Summary

Function: Administrative Support of the Bachelor of Science in Nursing.

Scope: Performs numerous responsibilities for both nursing programs including continued development and maintenance of documents and requirements evolving for the BSN program in the Alpine area, in addition to performing activities to maintain and enhance the RN to BSN Program in the RGC area. Responsibilities expand to numerous Local, State and National clinical and regulatory agencies related to the profession of nursing.

Duties

Through collaboration with the Director of the Nursing Programs, the Administrative Associate will have certain responsibilities with many activities necessary to offer a high quality, efficient nursing education program. The most important trait required is the ability to communicate effectively with all levels of University personnel as well as community representatives, especially health care professionals. Above all, the ability to assist students with necessary information that will promote success for each and every student is the hallmark!

The activities listed below are not all inclusive of the role of the Administrative Associate. They are provided to demonstrate the need for an experienced, mature and educated individual that has the potential to acquire comprehensive knowledge of the nursing program and at the same time recognize the profound responsibility of each staff and faculty member to assist in the development of a mature, skilled, knowledgeable and prudent registered nurse.

CATEGORY: Major responsibilities to Director of Nursing Programs

- Finalize documents to be forwarded to agencies at the Local, State, & National level such as clinical schedules to assigned agencies, affiliation agreements, NEPIS & CANUS reports to BON, Faculty rosters to SASCOG and requested information to CCNE.
- Maintain documents required to meet expectations of SRSU.
- Make provisions for travel to professional meetings and conferences.
- Preparing numerous documents in final format, ie. degree plans.
- Update nursing program web sites with pertinent data, ie. dates for TEAS testing.
- Monitor standardized testing if needed.
- Assist with developing the annual budget and monitoring of expenditures.
- Arrange for use of Weaver Assessment with Weaver Co., Testing Services and Students.
- Assist with planning orientation times and content for BSN and RN to BSN Programs.
- Tabulating and storing minutes for program meetings.
- Assist with updating, enhancing and disbursement of Faculty Handbooks, Orientation Handbooks, Student Handbooks, Simulation Handbooks, Preceptor Handbooks, Culture Guidelines and course materials.
- Prepare documents for various University Committees such as Curriculum Committee.
- Share creative ideas and direction that have the potential to enhance the nursing programs.
- Assist with preparation of reports as scheduled and requested.
- Plan and publish specific times for students to call to receive assistance.

- Respond to calls and e-mails within 24 hours.
- Provide appropriate phone etiquette and internet information that will assist with clear communication

CATEGORY: Major responsibilities for scheduling and implementation of classes and clinical activities.

- Assist with scheduling classes, skills and simulation labs and external clinical experiences for two cohorts of students in the BSN Program.
- Schedule TEAS and other ATI Testing with SRSU Testing Services.
- Schedule student and faculty orientation with designated clinical facilities.
- Assist with assigning responsibilities to faculty to prepare for special needs in the classroom, Simulation Lab and Skills Lab.
- Post pertinent announcements to students in designated locations.
- Post current events available in media to match assigned objectives.
- Assist with training of preceptors.
- Maintain folders on each preceptor.

CATEGORY: Responsibilities to faculty members

- Assist new faculty members to establish knowledge and comfort with University and program requirements.
- Encourage new faculty members to utilize their assigned faculty partner in addition to the Director, Administrative Associate and Orientation Handbook to obtain answers to questions.
- Maintain documentation of current immunizations in each faculty record.
- Assure confidentiality of all faculty records.
- Assist faculty members with electronic/technical usage and social media to obtain current resources for teaching nursing knowledge and skills.
- Assist with planning and implementation of Nursing Faculty Orientation.
- Schedule times for new faculty to meet with HR, IT staff, library staff and University staff to become familiar with campus requirements.
- Assist with organizing the grade book and documentation of attendance and grades in the operating system.
- Assist faculty members with posting student schedules to each unit.
- Provide faculty members with copies of current syllabi to be posted on appropriate units.
- Provide data bases and information for specific topic areas to enhance learning activities
- Assist faculty members with planning, travel arrangements and reimbursement for professional develop activities.

CATEGORY: Responsibilities to students

- Establish systems and maintain student records from application to graduation.
- Plan and develop a competitive activity for students to select nursing program logo, uniform and other labeling for students in the clinical area.
- Document changes in residence and contact information.

- Maintain current data for Board of Nursing eligibility, immunizations, communicable diseases, drug screening, and current BCLS throughout two years.
- Place admission data on spread sheet to facilitate selection of applicants into the program.
- Tabulate faculty scoring of applicants and forward letters of admission or rejection.
- Obtain criminal background checks from Texas BON before admission to the program.
- Verify that all documentation regarding admission and clinical requirements are met throughout the length of the program for each student, including:
 - Valid health insurance
 - Annual drug screen results
 - Physical exam
 - Immunizations/titers are current
- Provide above data to clinical sites as required.
- Provide students with access codes for testing and access to assigned resources.
- Forward communication to students as events occur, such as, opportunities for student scholarships.
- Arrange for professional liability insurance for students with selected company.
- Develop activity for establishing SRSU Nursing Student Uniforms and labeling.
- Arrange for sizing and purchase of nursing uniforms.
- Collaborate with students to provide routine information to the community via LOBO.
- Work with students to encourage participation in University sponsored activities.
- Assist students with community contacts to implement their teaching projects.
- Assist members of the student body to conduct appropriate funding acquisition consistent with University regulations and professional demeanor.

CATEGORY: Expansion and continued growth of the nursing programs

- Plan and implement annual meetings with local health care clinical sites to determine needs.
- Establish annual meetings with clinical agencies to review issues related to products of the nursing programs.
- Identify areas of the program that could be enhanced through outside funding and community involvement.
- Promote marketing of both nursing programs.
- Organize advisory meetings for nursing programs after membership is established.
- Collaborate with students to provide routine information to the community.
- Assist the Director to establish the National Student Nurses Association as the major student organization.
- Utilize creative methods to obtain community support and assistance in appropriate learning activities, ie. serving as role players in simulations.
- Schedule students from other departments at SRSU to assist in laboratory experiences such as IT students to manage manikin and photography activity.

Non-Essential:

Supervision

Received: Reports to the Rio Grande College Academic Dean.

Given: Supervises faculty and staff in the nursing program.

Education

Required: Bachelors degree in Business, Accounting, or Public Administration .

Preferred: Masters degree in Business, Accounting, or Public Administration.

Experience

Required: A minimum of four years related office management and ability to meet skills and performance with standard office machines; advanced computer skills; professional relationships with University Administration, Faculty, Staff and Students; excellent writing skills; community knowledge and relationships; strong interpersonal skills; security sensitive; and knowledge of SRSU policies and procedures. Candidate is willing to learn working responsibilities within a professional service area. Experience as an administrative assistant with SRSU is preferred.

Preferred: Experience as an administrative assistant with SRSU is preferred.

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: Position is Security Sensitive.

Special: Usual office conditions. Standard office hour's with occasional travel and some evenings and weekend hours as needed to meet needs of the program with consideration of personal responsibilities.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: March 18, 2019