



DATE ISSUED: 07/08
FLSA: Non-Exempt

JOB DESCRIPTION

TITLE

Coordinator, Nursing Admissions

JOB SUMMARY

Performs responsible work in the process of advising prospective nursing program students by providing support during the process of admissions to upper division nursing and graduate nursing programs. Responsible for working with students in an effort to achieve their educational and developmental goals. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Dean, Nursing and Program Coordinators

Supervises: No supervisory responsibilities

PRIMARY DUTIES - *May include, but not limited to the following:*

Maintains recruitment packets; assuring accuracy of information and availability of printed material.

Schedules and conducts informational seminars on campus for prospective students.

Advises prospective students via phone in person, and in writing.

Discusses prerequisites and explains requirements for admissions to all nursing programs.

Coordinates undergraduate admissions process.

Maintains applications for upper division nursing.

Reviews unofficial transcripts to determine prerequisite courses needed.

Verifies and evaluates completeness of records.

Works in conjunction with Admissions, Student Records Processing, and Graduate School regarding graduate applications.

Prepares lists of qualified applicants.

Tracks prospective students and generates reports related to recruiting and admissions.

Plans, implements, and evaluates recruitment activities outside the university.

Discusses progression in program.
Assists newly admitted students with registration.
Assists with new student orientation.
Assists in administering placement and advising tests.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree required. Bachelor's degree in Nursing preferred.

EXPERIENCE

Two years experience within nursing or an academic setting required.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of college terminology and requirements.
Knowledge of professional opportunities in nursing.
Ability to problem solve.
Ability to interpret policy and make decisions based on established policy and procedures.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to communicate effectively - orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

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

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or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

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. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.