Job Title: Coordinator, BSN Program
Reports to: Dean, BSN
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
The Specialist, BSN will assist the Dean to develop, coordinate, assess and expand (as appropriate) the SCF RN to BSN program. Provides primary support in the development, coordination, and implementation of all functions, activities, and programs related to recruitment and outreach services for the RN to BSN program. Establish and maintain good working relationships with students, alumni, businesses, organizations, and SCF staff. This position calls for excellent skills in management as well as interpersonal communication, data analysis, and multitasking. Duties extend to three campuses.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Assists with/or coordinates operations of the RN to BSN program, including grant writing and alumni development.

2. Assists with the identification, selection, advising, and orientation of prospective RN to BSN students.

3. Assists with the development and evaluation of RN to BSN courses, class schedules, instruction, and graduate information.

4. Collects and evaluates data to track student progression and to improve performance outcomes of the RN to BSN program. Assists with the coordination procedures for collection of required data for accreditation of program.

5. Provides periodic statistical reports to supervisor detailing advising activities.

6. Coordinates all student inquiry responses from all sources and manages inquiry database and communication campaigns focused on meeting program enrollment goals.

7. Represents the College on committees and projects as assigned.
8. Provides prescriptive academic advisement and general information to prospective and currently enrolled students. Reviews and interprets unofficial transcripts, and enters registration permits as appropriate.

9. Performs or interprets degree audits in relation to the RN to BSN program.

10. Refers students to the appropriate specialized staff in student development support services and academic development support services.

11. Engages in professional development activities, including but not limited to, membership in professional organizations, attendance at conferences and workshops, division and Department training meetings, Counselor information sessions, and information technology skills and training sessions.

12. Develops resource guide to assist Academic and Student Enrollment Services staff with the nursing advisement process for RN to BSN program.

13. Represents the RN to BSN program as part of the SCF education offerings at College and community events.

Job Qualifications:
The requirements listed below are representative of the knowledge skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  A Master’s degree is required from a regionally accredited institution in student development, educational leadership, or a related field. 5 – 7 years’ advising/recruiting experience in a community college or a university setting.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to write reports and business correspondence. Ability to effectively present information in group settings, and to respond to general public, colleagues and students. Excellent English listening and speaking skills required. Ability to work effectively with student, facility, staff and administrators.

- **Math Ability:**
  Must have understanding of basic statistics used in data collection.

- **Reasoning Ability:**
  Ability to exercise a high degree of attention to detail and organization.

- **Computer Skills:**
  To perform this job successfully, the candidate should have basic knowledge of word processing, spreadsheet, Internet, e-mail, and presentation software.
• Certificates and Licenses:
  None required.

**Responsibility for People and Property:**
None required.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with all levels of State College of Florida, Manatee-Sarasota staff.

• **External Contacts:**
  This position has routine contact with prospective students, special interest groups, and community agencies. Frequent contact with parents, high school counselors and faculty, and vendors. Occasional contact with local businesses and industry.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing 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 is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

**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 is regularly required to talk or hear. The employee is frequently required to stand, sit, and use manual dexterity. The employee is occasionally required to walk, reach with hands and arms, climb, or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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