UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Nursing/RN-BS Program

DIVISION: Academic Affairs (College of Nursing)

REPORTS TO: Associate Dean, College of Nursing and Director, RN-BS
                  Program

GRADE: 12

SUPERVISES: Support staff as assigned; may supervise student workers

BASIC FUNCTION:

Coordinate all RN-BS academic advising efforts; oversee administrative
functions of RN-BS program; liaison to University Departments and Offices
including Enrollment Services, Information Technology Services, Office of
Online Learning, Special Programs office, and College of Continuing Education
(when applicable) and external program partners.

ESSENTIAL DUTIES AND RESPONSIBLITIES:

Provide academic counsel and advice to current and prospective RN-BS students
with primary emphasis on the Online RN-BS Program.

Coordinate the day-to-day administration of the RN-BS Program(s) and work
collaboratively with the College of Nursing's Administration and Finance teams.

Review, evaluate and post transfer credits for all new and continuing RN-BS
students in collaboration with director of RN-BS program.

Certify RN-BS students for graduation, ensuring that they progress toward
graduation in a timely fashion.

Coordinate relevant College events involving RN-BS students or prospective
students.

Provide orientation sessions and materials for new students.

Coordinate Scholastic Standing review and manage all aspects of RN-BS student
records.

Oversee RN-BS Program web environments.

Maintain relevant statistical data on RN-BS programs and students as required
including outcome data and program accreditation reports. Assist with data
analysis and interpretation.

OTHER DUTIES AND RESPONSIBLITIES:

Attend conferences and workshops.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; MS Office Suite (Word, Excel, PowerPoint), database management, and web-based educational programs including collaborative learning environments.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in higher education, college student personnel or a comparable program; demonstrated 3 years' experience with online/distance learning programs and electronic learning environments; demonstrated experience in academic advising and working with students; demonstrated experience working in complex, fast-paced environments; demonstrated written and oral communication proficiency; demonstrated strong interpersonal skills; demonstrated ability to work with diverse groups.

Preferred: Demonstrated experience with presentation technology; demonstrated experience with an enterprise data system such as PeopleSoft; demonstrated experience with Sakai or equivalent; demonstrated experience with program outcome data; demonstrated experience with program accreditation processes and reports.

ALL REQUREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLE ACCOMMODATE INDIVIDUALS WITH DISABILITES.