Coordinator, Nursing Admissions and Retention

Job Code 50012948

General Description
The purpose of this position is to promote recruitment and admission of qualified students and to ensure their retention to graduation. This position is essential to processing applications to the nursing program and in maintaining an aggressive retention program.

Examples of Duties
Develop and update annual recruitment plans. Coordinate recruitment events and participate in recruitment fairs and outreach programs in the community and state. Make presentations and provide information on the nursing program to a variety of interested organizations, groups, and individuals.
Develop a system for career planning for nurses. Establish a process of evaluating characteristics consistent with a nursing career expectations including diverse lifestyles, likes/dislikes, passions, academic and personal skills, resources, and personality traits. Assist students with taking initiatives to better prepare for their career choice. Utilize career planning resources at Texas State.
Plans, develops, organizes, implements and evaluates the admission process. Receive applications and interview students concerning their intentions. Facilitates admission evaluation and determine process with faculty.
Maintain student application and progression records and files. Maintains student records of any remediation needed or issues regarding progression, persistence and withdrawal.
Assist students with procedures for filing petitions concerning dropping courses or withdrawing, to be continued on probation and for re-entry to the program.
Coordinate with Faculty to ensure that educational retention efforts are effectively managed, and that goals are met and maintained. Implement remediation programs with the faculty to reduce attrition and promoted diversity in graduates.
Assist senior students with completing DARS to reflect academic progress and eligibility to be graduated.
Sponsor and advise student organization functions to promote students to participate in school activities. Promote student leadership development. Access information on student nursing organizations to support students.

Knowledge, Skills, and Abilities
Knowledge of: Specific remediation recommended for particular learning deficits;
Skill in: Critical thinking; problem solving and decision making; assessment and evaluations; mentoring; team work and establishing rapport; preparing clear documents and publications.
Ability to: Understand complex documents; compile statistics; give presentations; make recommendations.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements