**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Coordinator

**Job Number:** A-236

**NOC:** 1221

**Band:** 9

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Dean, Trent/Fleming School of Nursing

**Last Reviewed:** September 21, 2021

**Job Purpose**

Reporting to the Dean of the Trent/Fleming School of Nursing, coordinates all academic advising, student support and enrollment management for both Peterborough and George Brown sites; provides enrollment and course demand information to assist Dean in long-range planning.

**Key Activities**

**Team Leadership**

1. Works closely with the Dean in providing training to the Academic Coordination Assistant
2. Responsible for training and overseeing day-to-day operations of the Academic Coordination Assistant. Ensure tasks are completed within timelines/deadlines and are in compliance with departmental and university policies

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| **Student Support**   1. Responsible for academic advising in the School of Nursing for the compressed, collaborative and PN to BScN programs with a focus on developing knowledge, capability and self-reliance. 2. Recognizes students with significant personal or academic issues and provides students with appropriate advice and referrals. 3. Interprets academic policies and procedures for students and TFSON faculty and other staff. 4. Reviews student records and guides and advises students with respect to university requirements, program planning and goal setting. 5. Meets with at-risk following a nursing course failure to develop strategies for success. 6. Coordinates and delivers departmental student support programming. 7. Advises and responds to requests from prospective students and guidance counsellors. 8. Develops and edits all Nursing Student Handbooks. 9. Reviews and tracks academic records to identify and follows up with students who may require remediation following an extended absence. 10. Develops and maintains a tracking system for individual students’ academic progress and the advice provided. 11. Reviews alumni requests and prepares curriculum evaluation for international Registered Nurse credentialing bodies.   **Planning**   1. Leads the planning and coordination of all annual student orientation sessions that are held each semester 2. Leads the development and maintenance of the department website. Ensures timely postings of importance to students (e.g., waitlists, timetable changes, course outlines, guidelines and department policies). 3. Leads the development and maintenance of the the BScN Intranet site. Ensures current policies, procedures and accompanying forms are accessible to students. 4. Coordinates and develops resource materials for new student summer orientation. 5. Works with Dean and program coordinators to develop and implement retention strategies. 6. Maintains database of course offerings and enrollments and prepares long-range forecasts of course demand for use by the Dean and Manager in program planning. 7. Maintains the School’s Tracking Database and analyses and shares data for the purposes of School decision making and program evaluation. |  |
| **Communications**   1. Collaborates with Program Coordinators to ensure consistency across all academic counseling functions in the School (policies and actions). 2. Advises Dean and/or program coordinators of developing situations where there are student concerns or complaints, or potential conflicts. 3. Member of the School of Nursing Appeal, Policy and Curriculum Committees. 4. Collaborates with the student representatives of both the Trent/Fleming School of Nursing Student Association (TFNSA) and the Canadian Nursing Student Association (CNSA). 5. Collaborates with Registrar’s Office and other programs on course enrollment issues. 6. Collaborates with Academic Advisors, Program Coordinators, George Brown College staff and student services, and career services in both School locations. 7. Liaises with admissions staff in the Office of the Registrar as requested to review applicant files and suitability for admission to BScN programs 8. Responsible for maintaining and updating policies for the academic calendar copy. 9. External Communication with the College of Nurses of Ontario, Canadian Association of School of Nursing, Placement agencies, Queen’s University, Fleming college and George Brown college departments including Financial services, School of Community development and Health, School of Nursing and Registrars’ offices, other Schools of Nursing as required. |  |
| **Administrative Support**   1. Compiles information on student eligibility for NCLEX and informs the CNO (Ontario) or appropriate RN regulatory body. Verify course completion for temporary licenses and authorizes release of supporting letters to the CNO. 2. Utilizes applications such as Colleague, and data management programs to provide faculty with material essential to their teaching (class lists, academic summaries etc.) 3. Assists with preparing for Accreditation and Undergraduate Program Reviews. |  |
| **Operations**   1. Determines student eligibility for Canadian Nursing registration examinations and informs the CNO (Ontario) or appropriate RN regulatory body. Verifies course completion for temporary licenses and authorizes release of supporting letters to the CNO. 2. Monitors and analyzes enrollment into courses and maintains databases of space availability, waitlists and waiver requests to support the decisions of the Dean, Program Coordinators and Manager. 3. Coordinates the evaluation of transfer credits and prerequisite waiver requests. 4. Liaises with the Registrar’s Office to schedule course delivery 5. Sets Enrolment Targets for programs in conjunction with the Dean and the Office of Strategic Enrolment Management. 6. With the Dean, consults with admissions staff in the Office of the Registrar as requested to review applicant files and suitability for admission to BScN programs and pre-qualifying program 7. Reviews students enrollment |  |
| **Event Planning and Coordination**   1. Plans, organizes and attends School open houses and site visits. |  |

**Education**

Master’s degree required in a related field

**Experience Required**

* A minimum of three years PSE experience in academic advising and a minimum of 5 years employed in the PSE sector.
* Experience with students preparing for regulated health professions preferred.
* Additional credentials in mental health support considered an asset.

**Supervision**

* Lead hand to Academic Coordination Assistant (OPSEU position)
* Student employees
* Student volunteers
* Preceptor to community practice students

**Communication**

Internal:

* Undergraduate Students
* Office of the Registrar - work closely in all areas of registration, pre-registration, course limits, course prerequisites and curriculum changes
* Senior Tutors - Ongoing collaboration in the interest of student’s success.
* Faculty - Consultation on various student issues, academic records, assessment.
* Various Departments - advise regarding procedures and information published/made available. Use Colleague knowledge and experience to evaluate and provide input on various software interfaces and tools

External:

* Prospective students and parents - acts as a resource in recruitment efforts.
* Educational Community - Liaise with High School Guidance Counselors, other Universities
* Canadian Association of Schools of Nursing (CASN)
* College of Nurses of Ontario (CNO)
* Registered Nurses Association of Ontario (RNAO)
* George Brown College – in regards to students in Trent’s post-bridge BScN program

**Motor/Sensory Skills**

* Fine Motor Skills - Data entry via keyboard, mouse, scanner, digitizer
* Hearing - Responding to student and faculty queries
* Sight - Reading various reporting data, i.e. Colleague generated reports as well as faxed, email and CRT display

**Effort**

Mental:

* Multiple competing demands, deadlines - Registrar’s deadline
* Sustained concentration - Compiling data, determining waitlist eligibility and individual priority/standing. Student queue - ups at various academic deadlines, frequent interruptions.
* Long periods of visual attention and sustained concentration - Input and verify accuracy and completeness of various academic data, compiling information from various media into database with frequent interrupts.

**Working Conditions**

Physical:

* Fatigue - Student database input, posting weekly waitlist web updates and registrar’s deadlines require long hours at desk and computer to meet imposed deadlines. Frequent interruptions, uncomfortable working conditions.

Psychological:

* Advises with students in crisis or with significant personal and academic circumstances
* Complaints - From students with regard to waitlist standing, course offerings, prerequisite requirements.
* Multiple competing demands - Strict academic deadlines difficult to meet in large departments, nature of the work results in unavoidable busy periods.
* Interruptions - Student support and academic advising required by students, often in crisis, who may phone, drop in or wait to be seen without appointment, interrupting planned schedule.
* Confidentiality - Working with sensitive academic information, which may involve personal or health issues requiring sensitivity and tact.