**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Academic Coordinator

**Job Number:** A-236

**NOC:** 1221

**Band:** 8

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

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

**Last Reviewed:** September 30, 2014

**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**

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| **Student Support**   1. Interprets academic policies and procedures to students. 2. Advises students with respect to program planning and goal setting. 3. Provides new student academic orientation in conjunction with TFSON faculty and staff. 4. Supports the School of Nursing Office staff and enrollment advisor with prospective student inquiries. 5. Develops and edits all Nursing Student Handbooks. | **40%** |
| **Planning**   1. Plans, in collaboration with Dean and program coordinators, all annual student orientation sessions and the student fora that are held each semester 2. Plans, organizes, develops and maintains department website. Ensures timely postings of importance to students (e.g., waitlists, timetable changes, course outlines, guidelines and department policies). 3. Plans, organizes, develops and maintains the BScN Intranet site. Ensures current policies, procedures and accompanying forms are accessible to students. 4. Works with program coordinators and NSO to coordinate and develop 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. | **20%** |
| **Communications**   1. Collaborates with Program Coordinators to ensure consistency across all academic counseling functions in the School (policies and actions). 2. Provides counsel for the School of Nursing Appeal, Policy and Curriculum Committees. 3. Liaises with the student representatives of both the Trent/Fleming School of Nursing Student Association (TFNSA) and the Canadian Nursing Student Association (CNSA). 4. Liaises with Registrar’s Office and other programs on course enrollment issues.Liaises with Senior Tutors, George Brown College staff and student services, and career services in both School locations. 5. Liaises, under the direction of the dean, with admissions staff in the Office of the Registrar and with the Bridge Coordinator at George Brown College, as requested to review applicant files and suitability for admission to BScN programs and pre-qualifying program. 6. 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. 7. Responsible for academic calendar copy. 8. 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. | **15%** |
| **Administrative Support**   1. Provides organizational support to the School of Nursing Policy Committee. Assists with gathering, organizing, and distributing materials for Accreditation and Undergraduate Program Review. 2. Compiles information on student eligibility for RN exam CNRE (Canada) and NCLEX (USA) 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. 3. Maintains electronic PDF files of all course syllabi. Forwards course syllabi to the library annually. 4. Creates, organizes and maintains electronic and hard copy student files. 5. Utilizes applications such as Colleague, and data management programs to provide faculty with material essential to their teaching (class lists, academic summaries etc.) | **15%** |
| **Operations**   1. 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. 2. Coordinates the evaluation of transfer credits and prerequisite waiver requests. 3. Liaises with the Registrar’s Office to schedule course delivery 4. Sets Enrolment Targets for programs in conjunction with the Dean and the Office of Strategic Enrolment Management. 5. 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 | **5%** |
| **Event Planning and Coordination**   1. Plans and organizes School open houses and site visits. | **5%** |

**Education**

Honours University Degree (4 year) in a related field; Masters Degree preferred.

**Experience Required**

* A minimum of two 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.

**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:

* 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.