

**PROGRAM SPECIALIST, NURSING**

**BASIC FUNCTION**

Performs a variety of technical and specialized tasks in the review of applicant and potential applicant transcripts to determine prerequisite course equivalency for entrance into the School of Nursing; guides students through the application and enrollment process; and reviews current student records to ensure continued program eligibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

**CLASS CHARACTERISTICS**

This classification is responsible for independently performing specialized tasks related to transcript review and enrollment in support of the District's School of Nursing programs. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Reviews and evaluates potential students' admissions applications, transcripts, course descriptions, units, and grades to determine eligibility into the School of Nursing programs.
2. Evaluates and submits course equivalencies, course substitutions, credit by exams, prerequisite validation forms, and other course prerequisite criteria to complete course prerequisites validation processes.
3. Assists and guides applicants and pre-applicants through the School of Nursing eligibility requirements and application processes.
4. Assists in developing and implementing policies and procedures as they relate to the evaluation of nursing student academic records.
5. Evaluates all nursing student academic records for associate degrees and certificates.
6. Gathers and reviews grade reports and transcripts of current students to identify continuing eligibility for programs enrollment.
7. Maintains currency in admissions and records trends and policies through participation in external and internal training and meetings.
8. Participates on the Nursing Program Enrollment Committee; makes suggestions and scribes program and policy recommendations and decisions.
9. Assists in providing outreach services by providing Nursing career information; attends career fairs and represents the school of Nursing at on-campus events, high school career events, and at other local area college events.
10. Assists with in-service training for adjunct and full-time counselors regarding Nursing School admissions requirements; assists with proctoring program admissions exams.
11. Creates and maintains online application forms, and a variety of electronic databases; inputs and retrieves data; maintains records, files, and student records and enrollment file room.
12. Calculates and evaluates student progress and outcomes for faculty and external agencies.
13. Maintains confidential student health and background check records, determines when requirements have been met, and assists nursing students during registration.

14. Participates in planning and executing new student orientation events.
15. Provides oversight, work direction, and guidance to student workers.
16. Participates in District-provided in-service training programs.
17. Performs related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Operations and services of a comprehensive college admissions program.
2. Program eligibility requirements and application processes.
3. Methods and techniques of assessing student records and transcripts for equivalency.
4. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
5. Website content development principles.
6. Research practices.
7. Mathematical skills.
8. General business office administrative procedures.
9. Recordkeeping principles and practices.

### **Ability to:**

1. Provide specialized support to the District's School of Nursing admissions and enrollment program.
2. Understand, interpret, and apply mandated and District policies, rules, and regulations in assigned program areas.
3. Assist students in navigating through the admissions and eligibility processes.
4. Audit and verify student admissions materials.
5. Evaluate documentation to determine eligibility for admission and/or program participation.
6. Research and apply program specific requirements to student applications documentation.
7. Develop and maintain website content for assigned programs.
8. Establish and maintain filing, recordkeeping, and tracking systems.
9. Maintain confidential student files and records.
10. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
11. Exercise independent judgment within general policy and procedural guidelines.
12. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

### **Education and Experience:**

An associate's degree and two (2) years of directly related experience working with academic records in higher education; or an equivalent combination of education, training, and/or experience.

### **Licenses and Certifications:**

None.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.