

POSITION DESCRIPTIONS

1. **Associate Dean for Admissions and Student Services** - The Associate Dean for Admissions and Student Services provides transformational leadership and guidance in relation to students and participates in decision making with regard to student issues in the School of Nursing. The Associate Dean for Admissions and Student Services works with the Dean, the leadership of the School of Nursing, the Health Science Center, and with students services within the Health Science Center. The Associate Dean for Admissions and Student Services has the responsibility and authority for coordinating, facilitating and supporting academic and non-academic needs of prospective applicants and enrolled graduate and undergraduate students. The Associate Dean for Admissions and Student Services works with all student services within the Health Science Center and within the community to include coordinating the publication of student related materials, developing student policies and facilitating the activities of student organizations. The emphasis is on creating a great student experience with high touch services that can be a model for the nation while graduating a high percentage of students qualified to become nurses of the highest quality. The Associate Dean for Admissions and Student Services reports to the Dean.

a) **Duties:**

- Supervise the Director of Admissions who coordinates recruitment, transcript evaluation, and admission of prospective applicants.
- Supervise the Director of Academic Enhancement who leads the academic support efforts provided through the Student Success Center.
- Serves as the lead administrator for the Committee on Faculty and Student Matters and collaborates closely with the Committee on Undergraduate Studies and the Committee on Graduate Studies.
- Provides leadership and vision for the direction of enrollment management, admissions practices, student development efforts, and academic support activities.
- Serves as a liaison to UT Health San Antonio offices including Student Life, Financial Aid and Veteran Services, ADA and student ombudsperson, and International Student Services.
- Provides resources so student events can be planned and organized including graduation, career fairs, organization recruitment events, and new student orientations.

b) **Qualifications**

- Doctoral degree required, Doctoral degree in Nursing preferred

2. **Director, Admissions and Special Programs**

a) **Duties:**

- Oversees the day-to-day operations of the Office of Admissions.

- Provides leadership and training to staff for all admissions activities including transcript evaluation, recruitment events, admission and denial communication, and matriculation efforts.
- Designs and facilitates the production of recruitment materials including view books and webpage construction.
- Provide reports for the Associate Dean for Admissions and Student Services on enrollment management target progress and overall admissions outcomes.
- Communicate with faculty committees regarding the administration of admissions policies and practices.

b) Qualifications:

- Bachelor's degree in related field with five years' experience in admissions and programs involved in student recruitment.

3. Admissions Counselors

a) Duties

- Represent the School of Nursing at recruitment events.
- Host prospective students on campus through information events, individualized appointments, and admitted student receptions.
- Communicate admissions requirements and procedures with prospects both in person and via communication technology.
- Maintain an electronic prospect database and coordinate communication campaigns throughout the admissions cycles.

b) Qualifications:

- Bachelor's degree and three years of experience.

4. Assistant Dean for Academic Enhancement

a) Duties

- Oversees the day-to-day operations of the Student Success Center.
- Provides leadership and training to staff for all student services activities including academic support efforts, graduation event planning, and new student orientation efforts.

- Designs and facilitates the production of retention materials including web page construction and hard copies of student service related materials.

b) Qualifications

- PhD degree with five years of job related experience.

5. Student Program Coordinator

a) Duties

- Plans and facilitates graduation celebrations, organization recruitment events, and career fairs.
- Oversees scoring of applications and awarding of scholarships for all students.
- Assists with the planning and coordination of training events for student employees of the Student Success Center.
- Develop and present financial literacy workshops.

b) Qualifications

- Bachelor's degree in Education or related field, with three years of related experience.

6. Administrative Assistant

a) Duties

- Keeps student success center staff's calendar, schedules appointments and meetings.
- Coordinates purchases for the Student Success Center.
- Makes travel arrangements for the Student Success Center staff

b) Qualifications:

- Associate degree with three years of related experience or high school diploma or GED with five years of related experience.

7. Academic Coaches

a) Duties:

- Provides academic support services to at-risk students including referrals to external offices such as ADA, student counseling services, and financial aid and veteran services.
- Meet individually with students to develop individualized success plans and track progress.

- Assist in training of student success center volunteers and student employees.
- Develop and present academic support workshops.
- Assist in the development of student progress reports for the Director of Academic Enhancement.

b) Qualifications

- Bachelor's Degree in student personnel service guidance and counseling, education, administration or a closely related field, from an accredited four-year college or university, plus a minimum of one year experience in academic support services or career advisor, preferably in higher education