V.III Staff Positions

A. Academic Administrative Assistant

Function:
This position is responsible for supporting the Department Chair within the College of Nursing and Health Sciences. Each Academic Administrative Assistant is assigned to support the operations within their department.

Scope:
The Academic Administrative Assistant shall

- Assist the CONHS assigned department chair in handling office affairs by facilitating the efficient use of time and other personnel resources
- Prepare correspondence, letters, memoranda, and reports.
- Maintain records and files
- Prepare routine reports.
- Prepare travel forms, reservations, and registrations.
- Prepare internal support materials.
- Provide administrative to respective department chair.
- Handle Adjunct Faculty Functions in the department (A#, Book Ordering, Credentialing, Grad Status, Onboarding, Phone Lists, or any other duties assigned by department Chair)
- Answer phones/greet and direct guests for Faculty/Chairs
- Assign Faculty Mailboxes
- Organize catering - Faculty and Academic Program Needs within the department
- Clinical Scheduling if applicable (e.g. – eLine, FNP) Course Scheduling
- Course Scheduling
  - Add Instructors once Chairs complete workload
  - Banner (courses; daytime place; faculty; student number and assign students to banner shell for clinicals)
  - Rescheduling and Room -selection for courses that did not match to a location in ASTRA
  - Room Scheduling (ASTRA)
  - Verify Day/Times
  - Add/Verify Enrollment Caps using previous schedules
- Course Scheduling Roll Over Banner Courses - Close Labs/ Remove Instructors
- Department Meeting Support - minute taking and distribution
- Full-time Faculty - Onboarding/orientation (Checklist, Business card, Book ordering, Grad faculty status, Onboarding/ Orientation, Travel, Faculty Credentialing (HR)/Compliance, and other duties assigned by the Department Chair
- Maintenance Work Order Request - Faculty
- New Faculty Interviews (on campus scheduling people/rooms/agenda/meetings)
- New Faculty Interviews (travel arrangements)
• Office Supply Ordering - Faculty and Academic Program Needs
• Staff Onboarding - Faculty and Academic Programs
• Support annual (Spring) faculty evaluation preparation (in Interfolio)
• Administrative Support for Syllabi Collection
• Administrative Support for WEAVE reporting
• Department specific assignments:
  o HESI Coordinator – Scheduling and Reconciling for Faculty; Prior Learning Assessments
• Other Duties as Assigned

**Supervision:**
The Academic Administrative Assistant reports to the respective Department Chair.

**Education:**
High school diploma with an Associates or Bachelor’s Degree preferred.

**Experience:**
• The Academic Administrative Assistant should have some experiences in secretarial, computer and clerical work. Administrative support experience preferred.
B. Business Manager

Function:
The Business Manager coordinates unit business and financial affairs, develops budget, and ensures compliance with applicable policies and procedures. The Manager administers and evaluates unit financial procedures and provides professional support in the development and recommendation of strategic financial planning for a unit. The Manager will liaise with Human Resources on personnel issues.

Scope:
The Business Manager shall:

• Coordinate and oversee purchasing, accounting, accounts payable/receivable, budget, payroll, travel, and other related activities.
• Serve as the primary contact for unit leadership on matters associated with finances, budgeting, and human resources.
• Handle and approve all Workday requirements for new hires and actively coordinate with Human Resources.
• Manage all financial accounts and accounting functions for the College of Nursing and Health Sciences.
• Compile data for completing Notice of Appointment Letters for new Faculty.
• Participate in complex budget and accounting projects.
• Provide appropriate training and guidance to unit staff.
• Prepare financial reports.
• Prepare, monitor and analyze budgets.
• Approve and sign purchase orders, work orders and other required documents as delegated by supervisor.
• Reconcile periodic financial reports.
• Review, research, reconcile and report on status of accounts/budgets within FAMIS/Canopy for the College. Prepare budget and budget control. Prepare reports for fiscal requests. Transfer funds between accounting pool and support accounts.
• Act as an approver for financial requests processed in AggieBuy, Concur and FAMIS. Serves as a college approver for travel requests, expense reports, and payment card reallocations in Concur.
• Investigate and solve purchasing, accounting, accounts payable and payroll errors. Maintain confidentiality.
• Perform other duties as assigned.

Supervision:
The Business Manager reports to the Dean.

Education:
Earned Bachelor in Business, Finance or Accounting degree.

**Experience:**

- Five years of related experience in business, accounting or personnel operations including some supervisory experience.
- Ability to multitask and work cooperatively with others. Verbal and written communication skills.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Knowledge and ability to process or review payroll, purchasing, and travel documents.
- Ability to compile and accurately interpret data to prepare various reports for management use.
C. Data Entry Specialist

**Function:**
The Data Entry Specialist is responsible for collecting, entering, and retrieving data used to support the academic programs of the CONHS.

**Scope:**
The Data Entry Specialist shall

- Compile and provides data from databases for nursing programs and CONHS Special Projects. These databases include information stored in TAMU-CC BANNER and specialized information systems such as CertifiedBackground.com, Typhon Clinical Tracking and Castle Branch Systems.
  - Manage (enters, confirms accuracy, and retrieves) student data
    - Immunization
    - Background check
    - Urine drug screen results
    - RN license
    - CPR training
  - Manage Faculty (enters, confirms accuracy, retrieves) data
    - RN license
    - Immunization
    - CPR training
  - Manage Clinical Student Tracking System (TYPHON)
    - Enter clinical data
    - Train students, faculty
    - Communicate with vendor representative regularly
    - FNP Affidavits and Licensing Paperwork
- Retrieve data to support CONHS reporting requirements.
- Design and maintain simple databases to track information flow related to student admission, progression, and graduation.
- Design and maintain spreadsheets to support information management associated with special projects; to track student compliance with admission requirements and monitor clinical faculty/preceptor assignments.
- Research database records in order to obtain and maintain complete information on each constituent.
- Assist staff in developing procedures, forms, and database documentation including reports that support CONHS department and special projects.
- Prioritize information, making sound and timely decisions.
- Select decision alternatives that meet the objectives of the role.
- Work cooperatively with others in his/her assigned division and works to enhance teamwork across divisions/administrative units.
• Other Duties as Assigned

**Supervision:**

The Data Entry Specialist reports to the Student Success Coordinator.

**Education:**

• Bachelor’s degree or equivalent combination of education and experience.

**Experience:**

• Knowledge of word processing, spreadsheet, and database applications.

• Ability to multitask and work cooperatively with others. Strong verbal and written communication skills.
D. Dean’s Office Administrative Assistant

Function:
This position is responsible for supporting the Dean’s Office within the College of Nursing and Health Sciences. The Dean’s Office Administrative Assistant is assigned to support the general operations of the College.

Scope:
The Dean’s Office Administrative Assistant shall
- Assist the personnel in the Dean’s Office in handling office affairs by facilitating the efficient use of time and other personnel resources
- Prepare correspondence, letters, memoranda, and reports.
- Maintain and archive records and files
- Prepare routine reports
- Prepare travel forms, reservations, and registrations for personnel in the Dean’s Office.
- Prepare internal support materials.
- Answer phones/greet and direct guests for Dean’s Office
- Catering – Dean’s Office Needs
- Assist with Onboarding processes
- Assist in the logistical coordination of accreditation site visits
- Clinical Contract management and compliance (Blue Ridge) Catalog Database
- Clinical Contract Tracking (Excel Spreadsheet) and renewal
- Conference Rooms Scheduling
- Main CONHS Event Planning (Certificates, Awards, Pins, Schedules, Invitations, Marketing)
- Copier Management/Maintenance
- Administrative Support for Dean Events and Meetings
- Handle faculty evaluation and Promotion and Tenure documentation in Interfolio.
- Provide administrative support to Faculty Governance committees (FOW, Curriculum Committee, Faculty Affairs Committee, Sigma)
- Faculty Handbook Edit/Update - Administrative Support
- Master College Phone Lists/Disaster List
- Maintenance Work Order Request - Dean's Office
- Administrative support for marketing efforts and social media presence
- Office Supply Ordering - Dean's Office
- Sand Dollar Door Access (Students, Grad Assistants, Student Workers)
- Other Duties as Assigned

Supervision:
The Dean’s Office Administrative Assistant reports to the Executive Planning Specialist.

Education:
High school diploma with an Associates or Bachelor’s Degree preferred.

Experience:
• The Dean’s Office Administrative Assistant should have some experiences in secretarial, computer and clerical work. Administrative support experience preferred.
E. Educational Technologist

Function:
The Educational Technologist provides support to the College in the development, implementation, and evaluation of information technology and its use in the delivery of quality educational programs.

Scope:
The Educational Technologist shall

- Assist with the administration of the University’s learning management system and oversee all aspects including the population of user accounts, course integration, record maintenance and content creation
- Facilitate communications between internal and external clients via video conferencing software
- Assist use of enhancements web-based video conferencing and portfolio management tools.
- Provide video streaming services for special events
- Provide training and technical support for on-site educational software and to all users of the University’s learning management system
- Develop tutorials and other training materials
- Work collaboratively with faculty as an eLearning resource/trainer, providing technical and instructional design consulting services that augment on-site, blended and online learning.
- Analyze, troubleshoot, document and resolve technical issues
- Research new technologies for integration in learning environments. Provide periodic reports on course development and other projects.
- Supervises the Computer Science Graduate Assistants who works at CONHS.
- Investigate Academic Integrity Faculty Concerns with Blackboard
- Assist Faculty with Blackboard
- CONHS Operations - iDrive Access (One Drive) and iDrive Management
- Creates and Maintains CONHS Listservs
- Support faculty on a one-on-one basis in their design, implementation, and evaluation of distance learning educational programs
- Provide guidance in the use of the University’s learning management system software
- Provide technical support to resolve any problems faculty experience in using the learning management system
- Develop tutorials and other training materials
- Analyze, troubleshoot, document and resolve technical issues
- Research new technologies for integration in learning environments
- Provide periodic reports on course development and other projects
- Work collaboratively with TAMUCC IT department and Digital Learning and Academic Innovations as an eLearning resource/trainer to represent CONHS needs in distance learning
• Conduct and document CONHS hardware inventory
• Prepare and monitor end of semester course evaluations.
• Be available as consultant to CONHS administration for technology
• Website Maintenance and App Development
• Other Duties as Assigned

**Supervision:**
The Educational Technologist reports to the Executive Planning Specialist.

**Education:**
Earned Bachelor’s degree in a relevant field. An Associate Degree combined with appropriate experience can substitute for the Bachelor’s Degree.

**Experience:**
• The Educational Technologist should have experience in the fields of Distance Education and Information Management Technology including videoconferencing, multimedia, and software packages used for the online learning environment and various learning management systems.
F. Executive Planning Specialist

Function:
This position is responsible for assisting the Dean with the day-to-day activities of the College and in the implementation of the strategic tasks and initiatives in the college. Under the Dean’s direction, this position will assist with building strong relationships with leaders across the college in order to influence positive outcomes and maintain momentum on strategic initiatives and projects.

Scope:
The Executive Planning Specialist shall:
• Track and oversight of strategic projects
• Assist with Office operations, oversee and coordinate college office administrative staff activities.
• Assist Dean’s office with making decision processes more efficient and following up on implementation.
• Manage the Dean’s calendar, prepare agendas, transcribe minutes, coordinate travel arrangements, and process travel documents.
• Handle various complex, sensitive, and highly confidential issues with faculty, staff, and students.
• Maintain public relations with administrators, faculty, staff, students, donors, and community members.
• Maintain and organize personnel and office files
• Organize, update, and maintain records for the faculty promotion and tenure and other personnel review processes.
• Manage the process for hiring faculty and staff.
• Manage and maintain schedules and travel arrangements for Dean and prepares itineraries. Coordinate meetings, seminars, and other special events.
• Reconcile the Dean’s procurement card report monthly. Process invoices, maintain summaries of accounts, and reconcile accounts. Perform special analyses and project summaries.
• Maintain a variety of fiscal, administrative, and academic records.
• Receive, verify, prepare, process, and review forms, reports, tables, and other documents.
• Develop and disseminate notice of appointment letters for new hires and reappointments for faculty and adjuncts for the college each semester upon Provost approval.
• Coordinate the maintenance of files, records, office supplies, or equipment. Make recommendations for process improvements, administrative changes, or new initiatives.
• Attend meetings and takes notes. Perform other duties as assigned.

Supervision:
The Executive Planning Specialist reports to the Dean.
**Education:**
Earned Bachelor’s degree in a relevant field. An Associate’s Degree combined with appropriate experience can substitute for Bachelor’s Degree.

**Experience:**
- Six (6) years of related experience.
  - Additional education may be considered as a substitution for the minimum experience requirements:
    - Associates degree and four (4) years of related experience.
    - Bachelor’s degree and two (2) years of related experience.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Demonstrated ability to lead, coordinate, and implement executive management routines and scheduling.
- Ability to work in a fast-paced environment and manage multiple priorities.
- Administrative and analytical skills. Demonstrated ability to prepare and analyze reports.
- Experience with financial management, presentation preparation, arranging meetings, heavy calendar management, and travel scheduling.
- Professional approach in all dealings. Ability to organize, implement, and maintain department files (hard copy and electronic documents).
- Excellent organizational, interpersonal, communication skills (verbal and written), and able to interact with all levels within the organization.
G. Program Coordinator

Function:
This position is responsible for collecting and analyzing data generated in the college in order to make informed decisions by the leadership.

Scope:
The Program Coordinator shall:
- Oversee the collection of data. Collect and tally data. Manipulate data and calculations. Compile data into usable reports. Respond to inquiries regarding College data.
- Prepare, maintain, and present historical and comparative data.
- Acquire, load, and merge data from various sources to produce required State and Federal reports. Runs processes, makes modifications to scripts and documents scripts as data profile and requirements change.
- Serve as a liaison with regards to data information needs. Respond to requests for information, determine appropriate tool and data source, and prepare ad-hoc reports and query analyses in desired formats.
- Maintain accurate and complete student file documentation. Ensure appropriate documentation is provided to Veteran’s Affairs Office on campus. Assist with degree audits for final graduation certification.
- May attend and participate in orientation through commencement activities for the College of Nursing and Health Sciences.
- May attend and participate in in training and professional development events and/or activities.
- Admission Applicant Lists/Database
- Data entry/run reports/prepare files for college programs
- Administrative Support for Nursing CAS
- Perform other duties as assigned.

Supervision:
The Program Coordinator reports to the Student Success Coordinator.

Education:
Bachelor’s degree, Master’s degree in Counseling or Education, Veteran or military dependent, experience advising students in higher education.

Experience:
- Two (2) years related experience in counseling, advising, or working with students in higher education.
- Additional education may be considered as a substitution for the minimum experience requirement.
• Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access, and Publisher).

• Excellent listening, written, and verbal communication skills to be able and willing to work effectively as a member of a team and able to successfully work independently when appropriate.

• Demonstrate initiative and follow-through skills; tact, diplomacy, and judgement in dealing with students, parents, faculty, military personnel, and administrators. Detail oriented and demonstrate ability to multi-task in a fast-paced environment.
H. School Nurse

Scope:
The School Nurse shall:

- Practice within the defined limits of the Texas Nursing Practice Act and the American Nurses Association standards of nursing practice.
- Comply with the Texas Department of Health Regulations and District Policy.
- Perform screening procedures as required by Texas Department of Health, Texas Education Agency and District policy and make appropriate referrals as indicated.
- Serve as a Health Advocate for the child.
- Provide temporary and emergency care for sick and injured students or staff.
- Notify parents of accident or illness and secures medical care for students in emergency cases if parents or emergency contact cannot be reached.
- Provide emergency care according to policy and procedures.
- Serve as health liaison among school, physician, parents and community.
- Assess student problems and makes appropriate referrals, working with students, teachers, parents, family physicians and other community health providers as needed.
- Make home visits concerning health-related problems as necessary.
- Coordinate a system of administration and management of medications given at school.
- Administer medications according to policy and procedures.
- Review and evaluate immunization records and records in database.
- Maintain complete and accurate health records on each student and inputs data into the database.
- Maintain accurate and complete clinic records and inputs data into the database.
- Serve as a mentor and supervisor for undergraduate students in the Health and Wellness Center and the School Nurse Clinic.
- Submit timely reports as requested by the Department Chair of Women, Children and Family Health Sciences.
- Report potential health/safety hazards in school to the Department Chair of Women, Children and Family Health Sciences.
- Promote wellness and provide information to facilitate healthy lifestyles among students by teaching throughout the curriculum as directed by the Department Chair of Women, Children and Family Health Sciences.
- Provide health counseling and teaching on an individual basis.
- Maintain current communications with the Department Chair of Women, Children and Family Health Sciences regarding health problems and related matters.
- Perform vital signs and health histories on the clients in the Health and Wellness Center.
- Maintain certification in CPR, Vision and Hearing Screening.
- Participate in staff meetings and professional growth activities.
- Complete mandated Continuing Nursing Education (CNE) requirements to maintain R.N. license.
• Remain informed of the latest trends in health and education by attending meetings that contribute to professional growth.
• Perform other duties as assigned.

**Supervision:**
The School Nurse reports to the Executive Associate Dean and the Director of Nursing for the Corpus Christi Independent School District.

**Education:**
An earned Associate or Bachelor of Nursing Degree is required; a Master of Science in Nursing is preferred.

**Experience:**
• The School Nurse must hold an unrestricted license as RN/APRN in the State of Texas.
  Additional required certifications include CPR (updated yearly), audiometric and vision screening.
I. **Student Success Administrative Assistant**

*Function:*

This position is responsible for supporting the Student Success Office within the College of Nursing and Health Sciences.

*Scope:*

The Student Success Administrative Assistant shall

- Record files and enter data.
- Generate reports within the office
- Answer and route telephone calls.
- Open, distribute and answer mail
- Prepare travel authorizations and completes travel expense reports for Student Success department.
- Prepare documents for Student Success
- Order supplies.
- Prepare correspondence.
- Maintain calendars and schedules.
- Record meeting minutes as assigned
- Distribute student evaluation results for faculty and courses.
- Support orientation and events
- Support University commencement activities.
- Catering - Student Success and Student Events Needs
- Collect Deposits for Admission, Nursing Pins, etc.
- Forms for former students, (Undergrad) Grad forms we give to the grad advisors
- Maintenance Work Order Request - Student Success Office
- Prepares new student files and maintains student records (Advising)
- Administrative Support for Recognition Ceremony
- Staff Onboarding - Student Success Office
- Student Admission - Prepares and distributes student admission information
- Student File Mgmt. (LaserFische)
- Texas Board of Nursing Licensing (Student files, UG Background checks)
- Texas Board of Nursing Licensing (Affidavits)
- Undergrad Student Adm (Nursing Cas) Admission Letters
- Front office responsibilities
- Perform other duties as assigned

*Supervision*

The Student Success Administrative Assistant reports to the Student Success Coordinator.

*Education:*

Faculty Handbook
Fall, 2017, Spring 2022
Earned a high school diploma/GED. Additional specialized/technical training or some college coursework in Business, Computers or related area is preferred.

**Experience:**

The Student Success Administrative Assistant should have a minimum of three years related experience for this position.
J. Student Success Coordinator

Function:
The Student Success Coordinator will administer or oversee all functions of the student experience at the College of Nursing and Health Sciences; including academic/career advising, recruitment, orientation, admission, progression, academic support services, academic/career planning, graduation, nursing/health science student organization student centered events and college scholarships.

Scope:
The Student Success Coordinator shall:
- Advise students and faculty concerning academic policies, degree requirements, and procedures through oral and written communications. Interact with faculty in interpreting and applying academic policy. Use discretion and independent judgment in grading exceptions to selected policies, and when appropriate recommend modifications to academic policies and procedures to the Associate Dean of Academic Programs.
- Instruct and counsel students, faculty, and staff on registration and enrollment policies, academic difficulties, and accommodations for disabilities. Maintain contact with students on leave.
- Facilitate discussion, initiatives and College activities that enhance student life, development and build community. Coordinate and initiate programs that enhance student academic and professional development, increase retention, and respond to student needs.
- Monitor and advise the activities of student organizations, including supervising and administration of their budgets, fundraising activities and planning for special programs. Ensure compliance with University regulations and ensure continuity from year to year. Coordinate student assignments on committees.
- Develop and implement strategies and plans in case of student emergencies. Ensure plans are consistent and compliant with other University initiatives.
- Oversee the ongoing evolution, implementation and maintenance of integrated computerized student record systems and technological resource in all functional areas.
- Plan and execute student orientation, white coat ceremony, recognition ceremony and other College events.
- Plan, coordinate and implement career-related services to students, alumni and employers in collaboration with other campus units.
- Provide needed information and data used in the preparation of annual reports, accreditation reports and other related surveys.
- Handle Student Case Management and Student Complaints/Issues
- Update Student Handbook
- Supervise Student Assistants
- Support Academic Advisors - Review processes/ expectations/ positive signage
• Coordinate and Oversee Events such as: Waves of Welcome, White Coat Ceremony, Island Days, Meet & Greet and Student Recruitment Events
• Other duties as assigned.

**Supervision:**
The Student Success Coordinator reports to the Dean.

**Education:**
An earned masters or terminal degree from a regionally accredited university is required.

**Experience**
• The Student Success Coordinator should have exemplary interpersonal skills for working within the College, across the University, and with the public.
• Excellent and relevant computer skills: database design and management, statistical reports, word processing, spread sheets and web applications.
• Ability to identify uses of new technologies to enhance process efficiencies.
• Knowledge of University policies and procedures relevant to student services; knowledge of computer software including Banner, Argos and Excel.
• Demonstrated leadership and management experience and ability, including coaching skills and managing performance.