

SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM
Position Description

Director-Student Success-SON
UAB Employment Site #T231739

SUMMARY:

To develop, implement, and direct the academic services of the SON Office of Student Success for all undergraduate, graduate, and doctoral students. To lead a professional staff that is current and knowledgeable in best and most innovative academic advising, ensure degree completion, records management practices, and related student academic services. This individual will oversee all student records operations, undergraduate academic advising services, class registration and schedule management, maintenance of academic databases and reporting to SON and university offices. This individual will support the evaluation efforts of the school in coordination with the Academic Affairs office. Act as lead liaison between the SON and university departments for undergraduate student advising services and resources. Oversees the data input by the Student Success office staff, designs and implements reports needed by various departments, and analyzes data in order to provide information for program outcomes and Student Success processes. This position reports to both the Assistant Dean for Student Success and the Senior Associate Dean for Academic Affairs.

RESPONSIBILITIES:

1. Directs all the daily operations of all pre-nursing advising in the Office of Student Success and on-going supervision of current academic advising staff and advise students in times of overflow.
2. Supervises the SON Registrar positions and oversees all SON student records management systems (to include data and document management), student graduation processing, and registration operations.
3. Administers data input into Student Success' systems and maintains access database to include but not limited to update/changes/reporting as needed.
4. Develop resources to assist SON pre-nursing students in the educational planning process and in the application process to the SON.
5. Update school curriculum with the university's catalog and degree tracking and verification systems.
6. Act as primary contact for the Banner system, BlazerNet student interface systems, and ongoing system support.
7. Analyze data in order to determine program outcomes and other correlative issues related to the educational function of the School of Nursing and the Student Success Office
8. Work collaboratively with academic advising departments across campus to implement new advising resources, communicate university registration policies, and serve as mediator to difficult student situations and referral to university support services.
9. Maintains the master course file, class schedule, and will be responsible for adding the appropriate course codes to account for the course fees. Manages the course information through Banner system.
10. Liaison with University Registrar's office regarding closing of clinical classes, change to current term forms, and other issues as requested by the Assistant Dean or Senior Associate Dean.
11. Provides in-house reports as appropriate to include but not limited to class roles to faculty; term reports such as headcount enrollment, number students in each graduate major, student advisee lists, student

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clinical term/year reports, grade distribution, academic probation, Dean's list, President's lists, graduates list, incompletes list, labels/list of BSN, MSN & Doctoral students to other departments within the School of Nursing in support of the evaluation process.

12. After gaining approval, responsible for updating students for current enrollment, requests the university registrar to move students from overloaded sections, adjusts section seating capacity, and updates instructors assigned to each section.
13. Provides and collaborates with financial representatives to project tuition and fees based on student enrollment.
14. Responsible for overseeing the input and management of the Xtender file system and processes for the maintenance of student records.
15. Works with the Assistant and Associate Deans to provide data and information for the purpose of writing the Annual Report and completing other reports as necessary for the business of the School of Nursing.
16. May represent the School of Nursing across campus in various ongoing meetings and task forces such as but not limited to Banner, Curriculum Users, undergraduate and graduate catalogs and degree audit software.
17. Posts and verifies degree requirements and adds appropriate transcript comments.
18. Verifies the submission of dissertations and scholarly projects through doctoral faculty advisors.
19. Submits verified transcripts to the Alabama State Board of Nursing to allow students to sit for their certification exam, NCLEX.
20. Receives and processes all independent study student contracts.
21. Prepares and takes appropriate administrative action for the decision on all academic appeals after reviewed by the appropriate Assistant Academic Dean and the Assistant Dean for Student Success.
22. Provides the credit hour production report to the School of Nursing Financial Affairs Office.
23. Works in a professional manner with the other departments within the School of Nursing to facilitate the work of the office and departments.
24. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.
25. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

This position requires a Master's degree in Business, Counseling, Education or a related field and five (5) years of experience required. Demonstrated acuity with academic advising, data reporting, records management, and experience with spreadsheet and database applications, such as Access or Excel is required. Fluency in use of Banner and Xtender is preferred. This position requires someone with strong computer, communication, interpersonal and organizational skills who can work independently and within a team environment. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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