

**Position Description  
Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain **specific** data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

---

---

Title HEA Associate to Bachelor's Degree Coordinator

Division/department Division of Academic Affairs/Health Sciences Division

Campus La Plata

Check one: New PD  Revised PD  No changes to PD

Please identify any similar positions already established within the department: none, but these positions are in use at other community colleges in Maryland

Is this a Director-Level position? Yes  No

Reports to Laura Polk Date \_\_\_\_\_  
(Signature)

Title of Position Reported to Health Sciences Division Chair

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Second-Level Supervisor)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature – Vice President or President)

Account code(s) Grant

Work schedule: generally 8:30-5:00; flexible schedule required based on student needs

---

---

**FOR HUMAN RESOURCES DEPARTMENT USE:**

Position number \_\_\_\_\_ Grade \_\_\_\_\_

Statistical group \_\_\_\_\_

Exempt / Non-exempt \_\_\_\_\_ Date \_\_\_\_\_

Requires Financial Disclosure Statement \_\_\_\_\_

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division VP.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

**POSITION DESCRIPTION FOR: HEA Associate to Bachelor's Degree Coordinator**

**1. Core Responsibilities:** Prioritize tasks and responsibilities and summarize them below. Please provide **percentages of time** allotted to each particular task or responsibility, making sure that the **total percentage equals 100%**. Please give specific duties and avoid using generalizations or “other duties as assigned.”

This position reports to the Chair of the Health Sciences Division, and works closely with the Nursing Program Coordinator and nursing faculty, while serving nursing students who are enrolled in the College of Southern Maryland's (CSM) Associate to Bachelor's Degree (ATB) or dual admissions pathways. The ATB Coordinator will manage the day-to-day operations of program startup, program management, monitoring, evaluation and dissemination. This individual will coordinate with ATB and dual admissions 4- year nursing school partners to establish pathways for streamlined completion of the BSN. The ATB Coordinator will lead student recruitment and advisement of ATB and dual admissions participants, meeting with them to discuss their progress in the program and any individual or group barriers to success. This person will also contribute to development and management of the budget, monitor data regarding the program, and take the lead in preparing program reports.

**1. Core Responsibilities**

75% - Lead the daily management of Associate to Bachelor's Degree program

- Use expertise to develop, implement and evaluate an Associate to Bachelor's Degree program option
- Work with the HEA Division Chair, Nursing Program Coordinator, nursing faculty and the advisory committee for curriculum development, revision, and evaluation.
- Work directly with potential ATB or dual admissions partners to develop and execute their respective portions of the ATB or dual admissions curriculum
- Coordinate with appropriate staff at CSM and ATB or dual admissions partners to develop articulation agreements as appropriate.
- Participate in development of program related materials for distribution to students
- Lead student recruitment and advisement of ATB or dual admissions participants
- Meet with ATB or dual admissions students to discuss their progress and troubleshoot individual or group barriers
- Lead development of new ATB or dual admissions partners
- Lead communication regarding the ATB and dual admissions pathways; serve as internal and external contact for the ATB and dual admissions pathways
- Monitor and assess the health/viability of the ATB and dual admissions pathways.
- Maintain accountability for the attainment of outcomes.
- Communicate program resource needs to the division chair or designee
- Project annual budget for ATB and dual admissions pathways
- Maintain student files, including advising, counseling, and action plans as appropriate
- Complete and submit required reporting documents.

15% - Collaborate with faculty and staff to assure effectiveness of ATB nursing student progression

- Monitor the academic progress of ATB or dual admissions nursing students.
- Communicate regularly with nursing faculty.
- Consult with the Nursing Retention Coordinator to increase the retention and timeliness of progression of ATB or dual admissions nursing students.
- Analyze existing resources and collaborate within CSM and with ATB or dual admissions representatives to identify resources that facilitate student progression through nursing curricula within the expected timeframes.

10% - Records management

- Maintain accurate records of ATB and dual admissions nursing student contacts and activities to fulfill reporting requirements and to track student progression.
- Generate regular reports that analyze aggregate data, monitor student progression, measure outcome attainment, identify quality improvement actions, and recommend modifications in the programs as necessary.
- Participate in the preparation of grant reports.

## **2. Education/Knowledge Required**

- Minimum of a Master's degree in student services, nursing, counseling, or a related field, required
- Program administration experience within the last 5 years, preferably grant-funded, required
- Demonstrated ability to meet deadlines and manage multiple priorities, required.
- Ability to lead a team of peers and communicate effectively orally and in writing, required.
- Excellent oral, written and interpersonal skills, especially with student populations, required
- Demonstrated ability in word processing, presentation, and spreadsheet skills (Microsoft Word, Powerpoint, and Excel), required
- Demonstrated ability to work effectively with groups in completing a task, required
- Prior experience in a student-services environment (e.g., advising, career services, student registration, admissions, etc.) preferred.
- Experience working with collegiate-level programs fostering retention or achievement, preferred.
- Grant administration experience in procurement, monitoring, evaluation, reporting and budget management preferred.

- Demonstrated success in working with diverse students to help them achieve, preferred.
- Knowledge of and experience with integrated data systems, preferred.

### 3. Supervision

None

### 4. Internal & External Contacts

- Maintains contact with ATB and dual admissions nursing students for recruitment, admission and advisement purposes.
- Maintains contact with ATB and dual admissions partners, for purposes of communication and collaboration, distribution of marketing materials, recruitment, development of MOUs and articulation agreements.
- Maintains contact with the Financial Assistance Department to discuss student financial aid processes.
- Maintains contact with Nursing Program faculty and Division Chair for purposes of communication and collaboration.
- Maintains contact with high school representatives throughout southern Maryland for student recruitment.

### 5. Guidelines/Procedures/Regulations

- Observes College policies and procedures.
- Identifies and implements state and federal regulations regarding the Buckley Amendment, College Work Study Job Location and Development, Title VIII, and ADA procedures.
- Follows the Student Success Center and Health Sciences Division procedures and student policies.
- Maintains confidentiality in the use of technology and College data systems.

### 6. Communications: Please describe the written and verbal skills required for the position.

- The ATB Coordinator is a highly visible position interacting and communicating externally with ATB and dual admissions partners and internally with faculty and students on a daily basis.
- Requires excellent verbal and written communication and interpersonal skills with student populations, faculty and staff.
- Requires frequent written communications with ATB and dual admissions partners, faculty and staff throughout the CSM organization.
- Presentations to faculty, students and staff are a regular activity.
- Due to nature of work, strong counseling skills are an asset
- Interacts with ATB and dual admissions partners, students, faculty, and staff on a professional level maintaining confidentiality.
- Supports a student centered learning environment and contributes effectively to a positive work environment.

- Promotes and models a team approach in the conduct of daily operations within the Health Sciences Division
- Public speaking required for Orientation sessions

**7. Role Complexity:**

- Highly complex role involving frequent external contact with ATB and dual admissions partners and internal contact with faculty, staff, and students.
- Critical thinking and in depth analysis of variables is a regular occurrence considering the potential barriers to progression related to the balance of associate degree requirements and varying bachelor degree requirements with different ATB and dual admissions partners.
- Appointment schedules and assessments for nursing students are set up on a weekly and semester basis
- An organized schedule based on travel, weekly and monthly meetings, student communication and ATB and dual admissions partner communication is essential
- Multiple task requirements often require prioritization

**8. Creativity & Innovation:**

- Requires creativity and innovation to create and modify ATB and dual admissions partner agreements based on best practices and data analysis
- Requires learning management system knowledge to interact with students
- Requires creativity to assist students with resources for life challenges
- Requires creativity and innovation to streamline student success through completion of both an associate and bachelor degree.

**9. Impact:**

- This position will have a significant impact on increasing access and affordability for bachelor degree education in nursing in the southern Maryland region.

**10. Fiscal Responsibility**

- Contributes to budget development for the ATB program
- Provides input on \$1,115,000 ATB grant budget

**11. Physical Working Environment**

- Inside office conditions.
- Travels to other campuses on a regular basis.
- Occasional travel to other areas in Maryland to meet with ATB partners.
- Occasional travel for conferences and meetings
- Occasional evening and weekend hours