

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING
Position Description #11**

Position Description: Undergraduate Student Service Coordinator

The Undergraduate Student Service Coordinator is responsible for coordinating many services for the undergraduate students at all of the college's campus sites. These responsibilities include, but are not limited to, coordinating all orientation sessions and advising services, working with the Associate Dean for Undergraduate Programs, Campus Directors, and pre-nursing advisors around the state, providing preliminary transcript evaluations for transfer students, coordinating the offering of lower division nursing courses at all campus sites, and serving as a college representative to the Graduation and Admission Requirements Committee (GARC), the Core Equivalency Review Committee (CERC), and the Academic Advising Council (AAC) at the University.

Conducts all orientation and MSU Friday sessions:

- Provides Freshmen Orientation during January and all four summer sessions each year
- Provides Transfer Orientation during January and all summer sessions each year
- Provides both morning and afternoon information sessions at all MSU-Friday events each year
- Each of the above responsibilities requires that the coordinator be knowledgeable about all of the college's policies and procedures related to upper division placement as well as general information about the college and its statewide undergraduate nursing program

Implements advising and pre-registration:

- Advises all new pre-nursing and change of curriculum students until the appropriate students are assigned to a faculty advisor. Advises all one semester students and other students, as needed, as part of a personal advising load of approximately 100 students each semester.
- Provides pre-registration materials and advising updates to all faculty advisors each semester in preparation for pre-registration for the next semester
- Serves as an advising resource to all College of Nursing faculty
- Orients all new faculty to the advising role and responsibilities

Works with pre-nursing advisors at all colleges and universities in Montana:

- Provides regular updates and other communication to pre-nursing advisors on all new information as well as changes in curriculum, schedules, policies, etc.
- Every other year (with each new MSU-Bozeman University Bulletin), updates all of the Transfer Equivalency Lists for colleges and universities in Montana and sends them to the pre-nursing advisors

Works closely with the Bozeman Campus Director and the Associate Dean for Undergraduate Programs:

- Meets with Bozeman Campus Director and Associate Dean for Undergraduate Programs weekly
- In collaboration with the Bozeman Campus Director, assigns faculty advisors to all Bozeman students
- Meets with all Bozeman faculty advisors each semester
- Orients all new Bozeman faculty to the advising role and responsibilities
- Identifies students needing lower division nursing courses to ensure they are ready to begin their upper division placements
- Identifies students who are high on the Wait List to fill the available spaces in the lower division nursing courses so that additional students are educated and ready to accept placements as vacancies occur
- Determines the number of sections needed for all lower division nursing courses based on students who need the courses to be ready to start upper division at their assigned semester

Evaluates transcripts for prospective transfer students (75-80% of all nursing students):

- Responds to requests from hundreds of prospective transfer students each year to provide a preliminary transcript evaluation of their prior coursework
- Personally reviews all in-state and out-of-state student requests to provide a preliminary transcript evaluation
- Meets with all Change of Curriculum students (approximately 50 each year) to review their transcripts and provide advising on which courses they need to take in the nursing curriculum

Coordinates all of the lower division course offerings on the upper division campuses:

- Works with administrators and staff at the upper division campuses to make sure all of the lower division nursing courses are filled with the appropriate place bound students to facilitate their readiness to begin upper division coursework in a timely manner
- Provides the majority of the advising information for sophomore nursing students on upper division campuses until they begin their junior year
 - evaluates and codes transfer work and sees that the work is entered into the College's computerized advising program.
 - provides information, signs and helps process Consortium Agreements for students needing to enroll in required courses at other schools.
 - answers miscellaneous advising questions.
- Prepares and distributes information about starting upper division, audits the files for upper division and holds information sessions with each upper division campus.
- Prepares the advising files for all students starting upper division, making sure students have met all of the requirements for using their upper division placements

- Identifies any deficiencies that need to be completed prior to upper division coursework or graduation

Serves as the college's representative to selected university committees:

- Graduation and Admission Requirements Committee (GARC)
- Core Equivalency Review Committee (CERC)
- Academic Advising Council (AAC)

Reviewed/Approved By:

Dean: 2014