SUPERVISOR, NURSING DIVISION ACADEMIC STUDENT RETENTION AND SUPPORT
(Supervisor Designation)
(Range 50)

DEFINITION

Under general direction of the Director of Nursing/Allied Health, implement grant funded projects in coordination with the Nursing and Allied Health Division; provide instructional support to students in the Nursing and Allied Health Division, promote student retention; and perform other duties as required.

DISTINGUISHING CHARACTERISTICS

The Supervisor, Nursing Division Academic Student Retention and Support is distinguished by the requirement to oversee the development, implementation, evaluation, and reporting of Nursing and Allied Health retention, remediation and grant project outcomes. The supervisor will provide services and support necessary to meet program outcomes and to increase student success and retention.

Incumbents in this position support student learning outcomes by identifying at risk students and developing, implementing and maintaining an intervention program to increase student’s ability to be successful in the Nursing and Allied Health Programs.

ESSENTIAL FUNCTIONS

• Work closely with the Director of Nursing/Allied Health, faculty and staff;
• In conjunction with the Director of Nursing/Allied Health expand and enhance existing industry partnerships;
• Prepare and maintain official grant project files including local, state and federal reports and financial documents;
• Initiate, compile, and maintain records and other data required by the District, grants and other official regulatory agencies;
• Supervise and evaluate the work of staff assigned to grant funded projects;
• Monitor expenditures from various grant’s current year’s approved budgets;
• Research and identify industry best practices and trends in nursing/allied education which address and improve student success and retention.
• Develop retention and remediation strategies using appropriate college resources in collaboration with academic counseling;
• Refer at risk students to appropriate college resources;
• Identify, monitor, follow up with at risk students; includes analyzing statistical information related to assessment testing.
• Review specific plans for success with students who have less than 75% on any academic work and/or demonstrate difficulty meeting clinical practice outcomes.
• Attend division faculty meetings, level meetings and Nursing Selection Committee meetings.
• Maintain, expand, and enhance coordination of mentoring program for nursing and allied health students with the division and industry partners;
• Participate in planning and implementing the evaluation process of grant projects;
• Work directly with the designated academic counselor for Nursing/Allied Health and with campus student services to provide necessary support for pre-nursing students, students applying to the nursing programs, and students enrolled in the nursing programs;
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Communicate effectively orally and in writing;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
• Perform other related duties as required.

Duties may require the physical ability to:

• Work with a high degree of independence to oversee programs, including recruitment and outreach/marketing strategies;
• Organize and carry through on assignments and projects;
• See for the purpose of reading laws, codes, rules, policies and other printed matter;
• Hear and understand speech at normal levels;
• Speak so that others will be able to understand a normal in-person and telephone conversation;
• Sit or stand for extended periods of time;
• Lift and/or carry 25 pounds;
• Manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:
Required
• Bachelors Degree in a field related to the position; or
• Equivalent combination of education and experience

Preferred
• Master’s Degree in field related to the position; or
• Equivalent combination of education or experience

Experience:
Preferred
• Three years experience working with community college students or in a related healthcare discipline or in case management
• Project management and/or program administration experience in a community college setting preferred.

Knowledge of:
• Training and educational requirements for health care related occupations, especially RN;
• Understanding, interpreting and applying federal, state, and district rules, regulations, procedures and policies which pertain to Nursing and Allied Health recruitment, training and retention;
• Effective communication and interaction with persons of diverse background and abilities;
• Local health care industry needs;
• Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
• Correct usage of English, grammar, spelling, punctuation, and vocabulary;
• District policies and procedures.

License and Certificates:
• Possess a valid California Driver’s license.

Board of Trustee Approval: 12/05/2007