



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 11/17  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Director of Nursing Admissions

### **JOB SUMMARY**

Manages the recruitment, admissions, and progression procedures of students for all of the academic programs offered in the College of Nursing. Provides expertise in planning and ongoing supervision to all of the academic support operations of the college in all locations, Denton, Dallas, and Houston, online and other satellite program locations. Support operations include activities such as student advising, preparation of appropriate paper or electronic forms, maintenance of paper or electronic student files, ongoing email, mail and phone contact with students and designated office support functions for departmental faculty involved in developing admissions criteria and developing student success programs. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and attainment of organizational goals. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Dean

*Supervises:* Academic Advisors, Coordinators of Nursing Admissions, may supervise program staff, volunteers, Graduate Assistants, and Student Assistants

### **ESSENTIAL DUTIES** - *May include, but not limited to the following:*

- Develops and implements admissions procedures for Denton, Dallas and Houston nursing programs. Sets and monitors timelines, manages applicant databases, quality-checking processed applications, ranking applicants, working with technology professionals, generating/sending correspondence, processing official Board of Nursing paperwork, etc. Management of all special programs related to nursing admissions, such as the Early Admissions Program.
- Supervises and coordinates efforts of the Denton, Dallas and Houston Nursing academic advising staff, making sure all are informed and providing the most current and accurate information to students.

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- Implements informational and academic counseling programs for groups of prospective students and their families.
- Meets individually and in groups with students regarding nursing advising and academic support.
- Provides guidance to staff in the development of academic success programs for pre-nursing majors.
- Presents on behalf of and/or represents the College at TWU recruitment events, new student orientations, and other official events.
- Develops planning and budget for recruiting and student retention programs across the three campuses.
- Collaborates with other departments at TWU to develop and implement strong enrollment management programs for the university.
- Develops and coordinates all literature designed to enhance admissions and retention efforts of the CON.
- Develops and verifies accuracy of all documentation related to policies, procedures and guidelines for recruitment, admissions, progression and retention in the CON.
- Provides data analysis and interpretation of data for faculty to assist in the development of evidence-based admissions and progression policies in the CON.
- Generates and verifies admissions data for official reports for the Board of Nursing, accreditation and other reports.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

- Participates in staff position search committees, both within and outside of the College of Nursing.
- Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree required; Master's degree preferred.

### ***EXPERIENCE***

Three years of experience in higher education, additional experience in academic advising or related student success areas, preferred.

## **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of professional academic advising and student initiatives.
- Strong interpersonal skills.
- Ability to develop and maintain databases, reports and processes.
- Ability to plan, direct, and evaluate operations and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to build teams and ability to plan and deliver oral presentations.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to work with a diverse individuals and groups.
- Ability to plan and allocate work load accordingly.
- Ability to provide ongoing training and supervision as needed for the Academic Programs.
- Ability to adapt to changing admission requirements and student needs; ability to prioritize related to college missions and goals.
- Ability to supervise and lead teams across campuses.
- Ability to work occasional evening and weekends.
- Ability to use a personal computer and other office equipment, including university related software and email.

## **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to work occasional evening and weekends.

## **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***