THE UNIVERSITY OF TEXAS SCHOOL OF NURSING

POSITION DESCRIPTIONS

Dean
Associate Dean for Academic Affairs
Assistant Dean for Graduate Education
Assistant Dean for Undergraduate Education
Assistant Dean for Student Affairs

Director - RN-BSN
Director - Accelerated (Fast track) BSN

Graduate Academic Advisors: FNP, NCE, NSM

Course Managers: Undergraduate Education
Clinical Instructor – Full time
Clinical Instructor – Part time
Clinical Teaching Assistant

College Administrative Officer

Administrative Associate/Specialist
Administrative Assistant

Academic Advisor – Undergraduate Program
Academic Admissions Assistant

Director - Far West simulation Center
Director - Research Center
Director - Infection control Center
Director - CINECA
Director - Center for Aging
Director - Public Relations
DEAN
The Dean of the School of Nursing serves as its chief executive officer. The Dean is selected by the President of University of Texas at El Paso upon recommendation of the Provost. The Dean is appointed by the Board of Regents of University of Texas System. The position is a 12-month appointment. The Dean reports to the Provost.

RESPONSIBILITIES
• Assumes the usual and ordinary duties of academic deans of colleges and schools of the University and serves on councils and committees.
• Reports to the Provost of the University of Texas at El Paso.
• Serves as the official spokesperson for the School of Nursing within the University and to the external community.
• Engages in fund raising for the School of Nursing in collaboration with the UTEP Advancement Office.
• Serves as a member of the Deans’ Council.
• Provides visionary leadership for achieving the University of Texas at El Paso and the School of Nursing vision, mission, and goals through planning, implementing, and evaluating education, research, scholarship, and service activities.
• Responsible for the process of recruitment, promotion, tenure, and performance review within the School of Nursing.
• Fosters an organizational culture that supports collegiality, personal well-being, and professional development of students, faculty, and staff.
• Implements a tangible commitment to diversity in faculty, staff, students, and community.
• Advances the School of Nursing vision, mission and goals through leadership activities at local, regional, state, and national levels.
• Maintains a personal program of scholarship within the framework of the administrative role.

Rev: 4-17-09
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS
The Associate Dean for Academic Affairs has general responsibility for the graduate and undergraduate programs of study at the University of Texas at El Paso School of Nursing. She works with the Assistant Deans for Graduate and Undergraduate Education, other School Administrators and with members of the faculty in identifying future directions for programs and resources, human and material, necessary for the successful implementation of the programs of study. The Associate Dean for Academic Affairs reports directly to the Dean and represents the Dean in his absence. The Associate Dean is a tenured faculty member at the rank of associate or full professor. The position is a 12-month appointment.

RESPONSIBILITIES
- Provides leadership in establishing and implementing the School’s strategic plan for academic program-related activities.
- Coordinates scheduling, implementation, and administration of undergraduate and graduate academic programs at all School of Nursing in collaboration with the Undergraduate and Graduate Assistant Deans, graduate academic advisors, RN to BSN Coordinator, and course managers.
- Collaborates with other departments and colleges within the University as well as other institutions, on behalf of the academic interests of the School of Nursing.
- Plans utilization of faculty and program resources using local and distance education techniques in collaboration with appropriate administrators/lead faculty.
- Manages and/or oversees program budgets in collaboration with the Assistant Deans.
- Monitors overall plan for evaluation of academic programs.
- Monitors educational standards to ensure that the SON maintains accreditation by the Commission on Collegiate Nursing Education and approval by the Texas Board of Nursing.
- Assures effective academic services by serving as an ex-officio member of the SON Program Evaluation, Admission, Progression and Graduation, (APG) and Graduate Studies Committees.
- Submits reports to the Commission on Collegiate Nursing Education and Texas Board of Nursing and other agencies.
- Fosters an organizational culture that supports collegiality, personal well-being, and professional development of students, faculty, and staff.
- Facilitates faculty orientation.
- Demonstrates commitment to diversity among faculty, students, and the community.
- Advances the SON mission and goals through leadership activities at local, state, regional and international levels.
- Serves as a member of the SON Dean’s Leadership Team, and the Associate/Assistant Deans Provost’s Council.
- Maintains a personal program of teaching, scholarly work and research.

ASSISTANT DEAN FOR GRADUATE EDUCATION
The Assistant Dean for Graduate Education is responsible for guiding and coordinating the efforts of the faculty in providing graduate education. This involves facilitating curriculum development, seeking and managing program grants, assisting in the resolution of student and faculty issues and providing leadership for the Master’s programs, the interdisciplinary PhD, and the Doctorate in Nursing Practice (DNP: currently in approval process at THECB). He/She reports to the Associate Dean for Academic Affairs. The Assistant Dean is a tenured or clinical faculty member at the rank of associate or full professor. The position is 50% of a 10-month appointment.

RESPONSIBILITIES

• Provides leadership to the School of Nursing relative to all graduate nursing program activities.
• Seeks and manages program and training grants in support of graduate programs and students.
• Oversees activities (supervision and evaluation) of the Graduate Program Administrative Assistant, as well as designated clerical support staff and work-study students.
• Manages grant budgets relative to the support of the graduate program including faculty travel and supplies.
• Serves as a member of the SON Leadership Team and the Dean’s Council.
• Recruits and appoints instructors and adjunct faculty in collaboration with the graduate advisors, and the Associate Dean for Academic Affairs.
• Addresses students’ issues and concerns as needed.
• Participates in the Graduate Studies Committee meetings.
• Participates in the tenure/tenure track and clinical track faculty search process.
• Serves as a liaison with graduate student organizations.
• Collaborates with Associate/Assistant Deans to provide orientation of new students.
• Collaborates with the Assistant Dean for Undergraduate Education and the Associate Dean for Academic Affairs in assuring adequate orientation of new faculty.
• Facilitates the scheduling of graduate courses in collaboration with program academic advisors.
• Makes teaching assignments in collaboration with the academic advisors and the Assistant Dean for Undergraduate Education, consulting appropriately with the Associate Dean for Academic Affairs.
• Works with the Graduate Studies Committee Chair and the Academic Affairs staff to assure that curricular changes and other programmatic policy changes are sent to the University through Graduate Council and/or Graduate School as appropriate.
• Monitors institutional compliance with UTEP Graduate School policies.
• Maintains a personal program of teaching, scholarly work and research.

Rev: 4-17-09
ASSISTANT DEAN FOR UNDERGRADUATE EDUCATION
The Assistant Dean for Undergraduate Education is responsible for guiding and coordinating the efforts of the faculty in providing undergraduate education. This involves facilitating curriculum development, assisting in the resolution of student and faculty issues and providing leadership for the Undergraduate Program. He/She reports to the Associate Dean for Academic Affairs and interacts regularly with the Assistant Dean for Graduate Education with respect to the needs of the Undergraduate Program for instructional resources. The Assistant Dean is a tenured faculty member or a clinical faculty. The position is 50% of a 10-month appointment.

RESPONSIBILITIES

• Interacts with the academic affairs support staff as well as with other designated clerical staff and work-study students.
• Serves as a member of the School of Nursing Leadership Team and Dean’s Council.
• Serves as a member of the Associate/Assistant Deans’ Council.
• Serves as an Ex-officio member with vote on the Undergraduate Curriculum Committee and Admissions, Progression and Graduation Committee.
• Serves as resource coordinator for Course Managers meetings.
• Addresses undergraduate student and faculty issues and concerns as needed.
• Assists with the recruitment of clinical instructors and adjunct faculty in collaboration with the Associate Dean for Academic Affairs.
• Collaborates with the Assistant Dean for Student Affairs and the Academic Affairs staff to provide orientation of new students.
• Collaborates with the Assistant Dean for Graduate Education and the Associate Dean for Academic Affairs in assuring adequate orientation of new faculty.
• Facilitates the scheduling of undergraduate courses in collaboration with course managers.
• Makes teaching assignments in collaboration with course managers and the Assistant Dean for Graduate Education, consulting appropriately with the Associate Dean for Academic Affairs.
• Works with the Academic Affairs staff to assure that curricular changes are sent to the University in a timely manner.
• Maintains a personal program of teaching, scholarly work and research.
ASSISTANT DEAN FOR STUDENT AFFAIRS
The Assistant Dean for Student Affairs is responsible for supervision and oversight of academic and student services activities and support staff, processing of student grievances and student discipline issues, and overseeing admission, progression and graduation activities. He/She reports to the Associate Dean for Academic Affairs and interacts regularly with the Assistant Deans for Graduate Education and Undergraduate Education with respect to the needs of the Undergraduate Program for instructional resources. The Assistant Dean is a tenured faculty member or a clinical faculty. The position is 50 % of a 10 month appointment.

RESPONSIBILITIES
• Interacts regularly with the student affairs support staff as well as with other designated clerical staff and work-study students.
• Serves as a member of the School of Nursing Leadership Team and the Dean’s Council.
• Serves as a member of the Associate/Assistant Deans’ Council.
• Addresses undergraduate and graduate students’ issues and concerns as needed.
• Collaborates with the Assistant Dean for Undergraduate Education to provide orientation of new students.
• Serves on the Undergraduate Admissions, Progression and Graduation Committee in the development of policies and procedures.
• Coordinates student recruitment activities for the School of Nursing.
• Oversees new Nursing Student Orientation and Advising sessions.
• Periodically meets with Pre-Nursing Students to support their academic progress.
• Reviews and updates the Student Handbook.
• Works closely with the Office of Compliance to ensure nursing students are currently in compliance with all clinical requirements.
• Meets with students regarding student affairs issues.
• Maintains a personal program of teaching, scholarly work and research.

REV: 4-17-09
DIRECTOR - RN TO BSN/MSN
The Director of RN to BSN Program is responsible for the oversight, management and coordination of this program. He/She reports to the Assistant Dean for Undergraduate Education. The director also works closely with Assistant Deans for Graduate Education, Student Affairs, and other administrators.

RESPONSIBILITIES
- Coordinates new student recruitment and pre-application advisement including transcript review information for RN to BSN/MSN program(s).
- Monitors staff efforts to provide accurate transcript review information of potential transfer students to the School of Nursing for review by the Admissions, Progression and Graduation Committee and/or the Graduate Studies Committee.
- Provides student academic advising as needed.
- Collaborates with the Associate Dean for Academic Affairs, the Assistant Deans regarding relevant student and academic issues, including keeping the appropriate individuals informed of problems and opportunities.
- Participates in developing and distributing necessary marketing and public information for the RN to BSN/MSN program.
- Teaches selected clinical and/or didactic nursing courses as needed and planned with Associate Dean for Academic Affairs or Assistant Deans for Undergraduate and/or Graduate Education.
- Meets regularly with the UTEP nursing faculty on relevant matters as needed.
- Executes all relevant policies of the University of Texas at El Paso and the School of Nursing.
- Promotes research and scholarship culture.
- Provides leadership in policy formulation within the campus and School of Nursing.
- Maintains a personal program of teaching, scholarly work, and research.

REV: 4-17-09
The Director of Fast Track Program is responsible for the oversight, management and coordination of this program. He/She reports to the Assistant Dean for Undergraduate Education. The Director works closely with Assistant Deans for Graduate Education, Student Affairs, and other administrators.

RESPONSIBILITIES

- Coordinates new student recruitment and pre-application advisement including transcript review information for the Fast Track program.
- Monitors staff efforts to provide accurate transcript review information of potential transfer students to the School of Nursing for review by the Admissions, Progression and Graduation Committee.
- Provides student academic advising as needed.
- Collaborates with the Associate Dean for Academic Affairs, the Assistant Dean for Graduate and Undergraduate Education and Assistant Dean for Students Affairs regarding relevant student and academic issues including keeping the appropriate individuals informed of problems and opportunities.
- Participates in developing and distributing necessary marketing and public information for the Fast Track program.
- Teaches selected clinical and/or didactic nursing courses as needed and planned with Associate Dean for Academic Affairs or Assistant Dean for Undergraduate Education.
- Meets regularly with the UTEP nursing faculty on relevant matters as needed.
- Executes all relevant policies of the University and the School of Nursing.
- Promotes research and scholarship culture.
- Provides leadership in policy formulation within the campus and School of Nursing.
- Maintains a personal program of teaching, scholarly work, and research.

REV: 4-17-09
GRADUATE ACADEMIC ADVISORS: FAMILY NURSE PRACTITIONER (FNP), NURSE CLINICIAN/EDUCATOR (NCE) AND NURSING SYSTEMS MANAGEMENT (NSM)

The Academic Advisors of these graduate areas of concentration are responsible for the oversight, management and coordination of this program. The Academic Advisors report to the Assistant Dean for Graduate Education. They also work closely with the Assistant Dean for Student Affairs and other administrators.

RESPONSIBILITIES

• Coordinate new student recruitment and pre-application advisement including transcript review information and recommendation for admission for the respective graduate area of concentration.
• Monitor staff efforts to provide accurate transcript review information of potential transfer students to the School of Nursing for review by the Graduate Studies Committee.
• Provide student academic advising for his/her respective graduate area of concentration.
• Collaborate with the Associate Dean for Academic Affairs, the Assistant Dean for Graduate and Undergraduate Education and Assistant Dean for Students Affairs regarding relevant students and academic issues, keeping the appropriate individuals informed of problems and opportunities.
• Participate in developing and distributing necessary marketing and public information for the respective graduate areas of concentration.
• Teach selected clinical and/or didactic nursing courses as needed and planned with Associate Dean for Academic Affairs or Assistant Deans for Undergraduate and/or Graduate Education.
• Meet regularly with the UTEP nursing faculty on relevant matters as needed.
• Execute all relevant policies of the University of Texas at El Paso and the School of Nursing.
• Promote research and scholarship culture.
• Provide leadership in policy formulation within the campus and School of Nursing.
• Maintain a personal program of teaching, scholarly work, and research.

REV: 4-17-09
COURSE MANAGER: UNDERGRADUATE EDUCATION
Course Managers are faculty appointed for a determined period of time to oversee academic activities in a particular semester

RESPONSIBILITIES

Related to syllabus:
• Prepare, distribute and monitor implementation of the syllabus and course calendar.
• Orient and mentor new team members.
• Work with course faculty to adjust sections of the course to provide the best learning experience for students by using the most efficient and effective assignment of faculty and facilities to meet the course objectives.
• Arrange didactic classroom presentations by collaborating with faculty members and capitalizing on their expertise.
• Develop, administer, grade and post course examinations.
• Ensure that testing and evaluation procedures (inter-rater reliability) are appropriate for the didactic and clinical experiences of the students.
• Monitor student academic and clinical success by collaborating with team members.
• Complete a Retention Action Plan (RAP) with students that fail to meet passing criteria at the earliest point possible.
• Issue final course grades by collaborating with team members.

Related to student clinical experiences:
• Verify with the assistant Dean for Undergraduate Education that clinical affiliation agreements/contracts are in place prior to using community agencies for clinical experiences.
• Negotiate with community agencies to provide clinical experiences.
• Verify the clinical/health clearance list for compliance with UTEP SON and community agency requirements.
• Develop and nurture cooperative relationships with the clinical agency faculty liaison and other points of contact needed to foster positive clinical experiences for students.
• Provide recognition to those that facilitate clinical experiences for students.

Related to Educational Resources Incorporated (ERI) examinations:
• Schedule, administer and monitor results for corresponding ERI exams.
• Complete a RAP with students that do not achieve the national passing average on corresponding ERI examinations.

Related to synthesizing and submitting reports:
• Complete the standardized “End of Semester Course Report” at the conclusion of each semester or course offering. This report is submitted to the Undergraduate Curriculum and the Admission, Progression, and Graduation Committees.
• Submit a detailed report of each student that withdrew or earned a grade of “I”, “D”, or “F” and complete the Repeat Course Recommendation Form.
• Submit other reports as requested.

Related to administrative duties:
• Schedule team meetings and monitor attendance.
• Complete a performance evaluation for each part-time faculty member by using the UTEP SON format.
• Participate in regularly scheduled meetings of course managers and/or Assistant Dean for Undergraduate Education.
• Keep the UTEP SON administration informed of any potential problems that may require administrative interventions.

Perform other duties as determined by UTEP SON administration.

REV: 4-17-09

CLINICAL INSTRUCTOR - Full Time
The Clinical Instructor (CI) is responsible for instruction, didactic and clinical supervision of group/s of students, and engages in activities related to scholarship and professional service.

RESPONSIBILITIES

- Teaches clinical and elective nursing courses in formal classroom settings
- Develops/revises course syllabus/syllabi and original teaching materials such as videos, software, scenario-based and others.
- Implements technology in instruction such as web-based or web enhanced activities.
- Presents guest lectures in courses/classes.
- Provides direct supervision and clinical instruction of students in clinical practicum sites.
- Directs simulation laboratory activities to include demonstration of correct technique, coaching and guiding students in practice, and checking off student skills.
- Conducts pre - clinical learning experiences related to early arrival at the clinical site, reviewing the patient population and assignment of appropriate patients to the students.
- Conducts post - clinical conference activities and discussion.
- Works closely with clinical agency/unit clinical liaisons/preceptors to communicate needs of students, and other concerns regarding clinical facilities.
- Conducts mid-term and final clinical evaluation conference with each student in assigned groups; completes clinical evaluation tools and submits to Course Manager(s).
- Monitors and evaluates students’ clinical performance.
- Reviews and grades students’ clinical assignments.
- Attends and participates in course team meetings related to implementation of course content, clinical experiences, teaching strategies and evaluation.
- Serves as Course Manager as necessary.
- Serves on University and School committees.
- Maintains a personal program of teaching, scholarly work, and research.

REV: 4-17-09

CLINICAL INSTRUCTOR – PART TIME
The Clinical Instructor (CI) on part time status is responsible for an assigned group of students. This includes clinical teaching, supervising and evaluating nursing students in clinical learning experiences.

RESPONSIBILITIES

- Provides direct supervision and clinical instruction of students in clinical practicum sites.
- Directs simulation laboratory activities to include demonstration of correct technique, coaching and guiding students in practice, and checking off student skills.
- Conducts pre - clinical learning experiences related to early arrival at the clinical site, reviews the patient population and assigns appropriate patients to students.
- Conducts post - clinical conference activities and discussion.
- Works closely with clinical agency/unit clinical liaisons/preceptors to communicate needs of students, and other concerns regarding clinical facilities.
- Conducts mid-term and final clinical evaluation conference with each student in assigned groups; completes clinical evaluation tools and submits to Course Manager.
- Monitors and evaluates students’ clinical performance.
- Reviews and grades students’ clinical assignments.
- Shall be readily available to students, agency/unit preceptors/staff during clinical learning experiences.
- Attends and participates in course team meetings related to implementation of course content, clinical experiences, teaching strategies and evaluation.

REV: 4-17-09
The Clinical Teaching Assistant (TA) provides direct assistance to the Instructor in Clinical Nursing in supervising nursing students for clinical learning experiences.

RESPONSIBILITIES

• Assists the Clinical Nursing Instructor in the supervision and clinical instruction of the students in clinical practicum sites.
• Assists the Clinical Nursing Instructor in simulation laboratory activities to include demonstration of correct technique, coaching and guiding students in practice, and checking off student skills.
• Assists the Clinical Instructor with pre - clinical learning experiences related to early arrival at the clinical site, reviewing the patient population and assignment of appropriate patients to the students.
• Assists the Clinical Nursing Instructor with post - clinical conference activities and discussion.
• Collaborates with the Clinical Nursing Instructor in evaluation of students' demonstrated clinical skills.
• Assists the Clinical Nursing Instructor in grading clinical assignments.
• Meets regularly with the Clinical Nursing Instructor to monitor and evaluate students’ clinical performance.

QUALIFICATIONS*

• Hold a current license or privilege to practice as a registered nurse in the state of Texas.
• Hold a Bachelor’s degree in Nursing from an accredited baccalaureate program in nursing
• Possess the clinical expertise to function effectively and safely in the designated area of teaching.

* TX-BON criteria

REV: 4-17-09
COLLEGE ADMINISTRATIVE OFFICER
The College Administrative Officer (CAO) monitors the administration of all college accounts, control the flow of funds, and forecast the relationship of budgeted funds and current expenditures in major accounts. The CAO will also provide guidance at the budget development stage to the Deans, program directors, and department chairs in projecting needs and other details of budget preparation.

RESPONSIBILITIES
• Provides guidance to college administrative and management staff on all phases of budget development, preparation, monitoring and management; assist in projection of budget needs and provides data on current and prior years expenditures; assists the Dean in strategic planning for the college.
• Maintains an effective oral and written communications process between college administrators and their staff and the Office of the Dean regarding fiscal and other matters.
• Acts as a liaison between the college, accounting, purchasing, and payroll departments; ensures college compliance with University policy and procedures.
• Acts as a liaison with Human Resource Services to ensure that proper procedures are followed during the Faculty and Staff hiring process.
• Administers processes for inventory control, disbursements, and staff continuing education programs.
• Prepares or supervises the preparation of financial and statistical reports.
• Evaluates administration of fiscal, inventory, and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.
• Develops and implements procedures within the college that support internal control regarding all phases of fiscal management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.
• Complies with all State and University Policies.
• Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
• Responsible for the overall direction, coordination, and evaluation of administrative support personnel assigned to support these efforts at the college level.
• Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. These include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

REV: 4-17-09
**ADMINISTRATIVE ASSOCIATE/SPECIALIST**

**Functions**
To provide highly responsible administrative skills for the operation of a small office complex that involves independent judgment and decision making. Any qualifications are to be considered as equivalents, in lieu of stated minimums. Prior approval from the Director of Human Resource Service is required.

**Scope**
Responsible for the efficient administrative supervision of all office activities.

**RESPONSIBILITIES**
- Typically performs administrative duties related to work of department.
- Types and issues all pertinent departmental paperwork.
- Issues departmental equipment, maintains inventory of equipment, supplies, and personnel.
- Requests departmental supplies, and recommends departmental adoption of supplies.
- Prepares and disseminates departmental papers, reports, and promotional items.
- Schedules travel and other activities of departmental personnel.
- Maintains work priority.
- Answers the telephone. Screens calls and visitors.
- Responsible for the design, execution, and effectiveness of a system of internal controls that provide reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies, and procedures are complied with.
- Periodically trains secretarial and clerical personnel.
- Assists in the preparation of departmental budgets and reports.
- Performs other duties as required.

**SUPERVISION**
Supervise office clerical and secretarial personnel.

REV: 4-17-09
Under the limited supervision of a Department Chair or Dean, this position provides personal clerical and administrative services and assistance, of moderate complexity, requiring the use of judgment and discretion on a periodic basis. Keeps official records and executes administrative policies determined by or in conjunction with other officials.

RESPONSIBILITIES

• Manages the SON Dean’s calendar and independently schedules appointments.
• Screens incoming calls and correspondence and responds independently when possible; routes priority mail to the dean; directs calls to appropriate individual.
• Prepares memorandums, disciplinary reports, hiring requests, and purchase requisitions; and gets necessary document approvals; composes, prepares, and proofreads confidential correspondence, reports, and other complex documents; files correspondence and other records.
• Acts as a liaison for management by effectively interacting with faculty and campus personnel. May serve as a human resources liaison by processing personnel action paperwork in conjunction with established organizational policies and procedures.
• May be responsible for ensuring a timely and accurate processing of personnel action paperwork; maintains attendance reports for classified and Administrative and Professional personnel.
• Maintains personnel training files and tracks new and current personnel training; acts as custodian of university documents and records.
• Processes new appointments or changes in appointments via BIS or KRONOS systems; processes payment vouchers for training or education reimbursements.
• Tracks work orders and inputs employment data; tracks and ensures employment evaluations satisfy deadlines.
• Outlines and explains university procedures and policies to supervisory workers, and monitors compliance; assists with budget preparation; creates and maintains database and spreadsheet files.
• Arranges programs, events, conferences, trainings, and meetings by arranging for facilities (and caterer), issuing information or invitations, coordinating speakers, and controlling event budget; arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, and accompanies supervisor when requested.
• Oversees temporary and hourly employees or other administrative staff and assigns duties; prepares timecards for payroll runs.
• Maintains a high degree of confidentiality on all sensitive information this position is privy to.
• Greets and assists visitors.
• Complies with all State and University policies.
• Performs other duties as assigned.

REV: 4-17-09
ACADEMIC ADVISOR: UNDERGRADUATE PROGRAM STAFF
The Academic Advisor advises students individually and in groups about the development of educational plan options and the resources available. He/she reports to the Assistant Dean for Student Affairs.

RESPONSIBILITIES
- Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, and abilities for educational planning; understands and interprets the various college requirements and academic options to facilitate the student’s pursuit fields of interest.
- Participates in the planning and delivery of academic advising/counseling services and programs that promote comprehensive educational opportunities for all students.
- Assists with educational goal setting and development of semester schedules; identifies barriers that could impede academic success; incorporates developmental and multicultural advising skills.
- Serves as mentor, advocate, and contact for students; participates in retention and intervention programs for students; manages academic career choices for students.
- Uses discretion in finding solutions, works independently, and make judgment on significant matter; monitors students’ academic information and curricula; maintains accurate records on students’ academic progress; may create databases for student records; removes holds on student records; may register students for classes; creates and executes communication plan to students; sends correspondence.
- Determines probation and suspension reinstatement according to academic preparedness, resource allocation, and other factors.
- Develops and plans strategies for student registration to include effective administration of assessments and dissemination of information needed for increased access and motivation of entering students.
- Participates in activities designed to increase students’ knowledge of advising services; participates in new student orientation program.
- Reviews academic records and make recommendations for admission or denial to the University.
- Assists students with graduation paperwork; may clear students for graduation.
- Processes reinstatements, change of major, course approvals, and registration for students in database.
- Creates, monitors, and updates degree plans and student files; may create and implement standards for academic freshman; may draft policies and procedures.
- Travels to high schools, colleges, and other educational institutions to promote and explain advising services and procedures.
- Participates in professional conferences and individual professional development; may present or assist with presentations at conferences.
- Works in collaboration with college administrators, faculty members, and other campus officials.
• Performs office and non-manual work directly related to customers.
• Complies with all State and University Policies.
• Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
• Performs other duties as assigned.
ACADEMIC ADMISSIONS ASSISTANT
The Admissions Assistant examines and evaluates admission documents to determine undergraduate and graduate eligibility for admission to the University. He/She reports to the Academic Advisor.

RESPONSIBILITIES

• Answers questions in person and over the telephone regarding admission and records requirements.
• Performs data entry; scans incoming student files into database; maintains student files.
• Processes incoming applications; reviews applications for completion; recommends students for admission; generates correspondence for incomplete applications.
• Processes admissions payments for international and domestic students.
• Distributes recruiting information to new or prospective students.
• Determines an applicant's eligibility for admission through the examination of transcripts showing previous academic performance, high school rank and test score; confers or corresponds with students, parents, and high school or university officials.
• Reviews and evaluates applications, test scores, high school and college transcripts, and related documents in terms of established guidelines for admission to the University.
• Enters all admission documents into the student database; determines high school rank, reviews academic standing, prepares immigration documents, notifies students of documents still needed to clear admissions, initiates preparation of letters of admission.
• Counsels new and returning students about admission;
• Deals with the general public walking in or calling the office.
• Generates monthly reports from database.
• Complies with all State and University Policies.
• Performs other duties as assigned.

Rev: 4-17-09
DIRECTOR OF FAR WEST TEXAS SIMULATION CENTER
The Director of Far West Texas Simulation Center (FWTSC) provides the leadership for the Center. The individual is responsible for the overall operations of the FWTSC including the development of scenarios based simulations, integration into the nursing and selected other health professionals’ curriculum, and the development of clinical competencies for primarily for nursing staff and secondarily for selected health professionals.

RESPONSIBILITIES
• Maintains the FWTSC by conducting inventories and maintaining laboratory supplies in an organized manner, anticipating supplies needed for simulations in advance of lab presentations, maintaining operational laboratory equipment and recommending replacements as needed.
• Collaborates with nursing and selected health professional course faculty and on a space available basis collaborating with local healthcare agencies nurse educator/coordinator including El Paso Community College regarding the use of the FWTSC.
• Coordinates use of the FWTSC by scheduling and coordinating simulation, conducting equipment in-services as requested, and maintaining records of all simulation activities including, but not limited to, number of students, faculty, and registered nurses participating; release form (DVD); DVD of simulations; number of nurse educators; and number of scenarios used.
• Participates with and assist faculty/nursing staff in the development, implementation, and integration of scenarios based simulation activities for nursing students/nursing staff by School of Nursing (SON) and College of Health Sciences (CHS) faculty, support staff and students in a selected technical aspects of scenarios based simulations, serving as faculty to students in teaching scenarios based simulations or nursing and other skills, debriefing sessions, conducting nursing skills demonstrated as requested by course faculty, coordinating remediation for skills for nursing students, registered nurses and other health professional students as requested by faculty; assessing registered nurse competency in skills as requested by nurse managers; and evaluating the effectiveness in providing simulation learning.
• Participates in or leads tours of the FWTSC.
• Stay current with developments in the field of simulation technology and learning theory.
• Teaches on-campus classes as assigned.
• Demonstrates high-level professionalism in developing and/or implementing long- and short-range plans in accordance with the philosophy of an outcome competency based SON.
• Participates in institutional, advisory, and program/instruction committees, campus activities, and representation of the SON in the community.
• Develops strong partnerships with appropriate community stakeholders in support of program and SON improvement.
• Demonstrates support for and work closely with SON faculty and administrators to prepare annual program reviews, to update and assess program improvement plans, to conduct research and surveys, and to produce reports.
• Performs other duties as assigned by immediate supervisor the Associate Dean for Academic Affairs, and the Dean.

REQUIRED QUALIFICATIONS
• Master of Science in Nursing Degree
• Current unrestricted license to practice as a registered nurse in Texas
• Minimum of two years’ employment in direct patient care as a registered nurse
• Ability to communicate effectively both orally and in writing
• Proficiency in word processing, spreadsheet, and presentation software applications

PREFERRED QUALIFICATIONS
• Doctoral degree in Nursing Degree or related area
• Minimum of one academic year of full-time teaching experience
• Demonstrated leadership in innovation within the field of education and/or technology
• Personal and professional integrity that communicates a sense of mission, leadership, and ability to self-start
• Evidence of effective problem-solving, critical thinking, and decision-making skills
• A demonstrated positive and proactive approach in identifying problems, creating innovative solutions, and managing projects
• Experience with utilizing technology in the instructional process to enhance student learning
• Evidence of a career that includes flexibility and willingness to change; open mindedness, fairness, and the ability to see multiple perspectives; a willingness to take risks, and a willingness to accept responsibility for professional and personal growth

Rev: 4-17-09
DIRECTOR - CENTER FOR NURSING RESEARCH
Mission: The Director of the Center for Nursing Research (CNR) is responsible for providing administrative leadership related to School of Nursing (SON) research activities.

RESPONSIBILITIES

- Provides administrative leadership for the operation of the Center for Nursing Research, a centralized resource under the auspices of the School of Nursing.
- Mounts initiatives to stimulate the conduct and dissemination of faculty research.
- Provides research mentoring for faculty, and new faculty.
- Facilitates faculty and students in obtaining intramural and/or extramural funding for their research and research training programs.
- Provides administrative leadership for enhancing the institutional research infrastructure, including research and office space for CNR administration and staff.
- Serves as the principal liaison with research-related University offices and committees, including the Vice-President for Research, Office of Research and Sponsored Projects (ORSP), Institutional Review Board (IRB), university Research Centers, and Scientific Review panels.
- Identifies high priority national research and research training needs; communicates this information to appropriate faculty and staff; and assists with the development of proposals that respond to these needs.
- Disseminates and/or provides guidance in the dissemination of research findings to professional nursing education, administration, and practice.
- Manages resources for research and research training within the School of Nursing.
- Facilitates the development and implementation of collaborative initiatives with interdisciplinary colleagues and external constituencies.
- Supervises the collection of institutional research related data and the generation of reports.
- Represents the School of Nursing in other functions as requested by the Dean.
- Teaches across the curriculum in area of expertise.
- Serves as a role model by engaging in own research.

Qualifications
- Doctorally prepared in nursing or related discipline.
- Five (5) to ten (10) years experience in research, grant writing, and sponsored programs.
- Leadership in undergraduate and graduate teaching and demonstrated scholarship in an area of nursing practice.
- Participation in professional organizations and community activities.
- Experience in academic administration and demonstrated ability to motivate faculty in a dynamic environment is preferred.
- Excellent skills in written and interpersonal communications.

Rev: 4-17-09
DIRECTOR - INFECTION CONTROL CENTER
The Director of the Infection Control Center is responsible for the oversight, management, and coordination of this center. The Director of the center reports to the Dean of the School of Nursing. He/She works closely with the Associate Dean for Academic Affairs, Assistant Dean for Undergraduate Education, Assistant Dean for Student Affairs, and the Public Health Department. The Director of the Infection Control Center should be well founded in microbiological principles with expertise in infectious diseases and health promotion and disease prevention. The Director holds a doctorate degree in nursing and is on the tenure-track or tenured.

RESPONSIBILITIES
- Enables UTEP faculty and students to research issues related to infectious diseases.
- Builds collaborative networks within the university and with the public health system.
- Develops a comprehensive communications plan within the university community, the media, public health department, medical community, and El Paso County.
- Participates in continuing education activities at the state, local, and national levels to maintain a current knowledge base commensurate with the latest evidence-based practice.
- Promotes infectious disease control measures for the faculty, staff, and students as well as the public.
- Implements infection prevention and control activities.
- Develops a plan of action for activities and responsibilities during a healthcare crisis in El Paso.
- Teaches classes about infection control for students as needed.
- Serves as a resource in the integration of infection control and disease prevention in courses across the curriculum.
- Attends El Paso Infection Control Nurses’ meetings.
- Plans, organizes, and develops educational programs for the public, university community, including the school of nursing faculty, staff, and students.
- Maintains a personal program of teaching, scholarly work, and research.
- Disseminates research generated from the Infection Control Center.
DIRECTOR - CENTER FOR INNOVATION IN NURSING EDUCATION AND CAREER ADVANCEMENT (CINECA)

RESPONSIBILITIES

- Manages and coordinates the activities in the center.
- Integrates evidence-based educational and clinical practices across the curriculum.
- Increases use of technology (simulations, POS, online/hybrid course delivery, learning objects, measuring and tracking student learning outcomes etc.) in graduate and undergraduate courses.
- Creates a forum for communication across all programs
- Acts as a liaison to the office of ISS, CETaL, and other institutional entities engaged in teaching and learning.
- Provides development and simulation resources to community stakeholders
- Assists with grant writing activities for program development.
- Establishes a faculty development and incentive program to implement technology in teaching by a) providing financial, technology, and instructional design support and b) rewarding innovative use of instructional technology and online learning.
- Engages faculty in systematic course redesign aimed at incorporation of evidence-based educational and clinical practices and integrated uses of simulations and technology in the delivery of courses.
- Increases the number of faculty prepared to teach with technology and enhanced or online formats.
- Increases the number of faculty that are nationally certified by NLN as nurse educators.
- Develops a Center of Excellence in this area utilizing forum established by NLN
- Collects data and provide a base for creation of UTEP-SON best practices (education and clinical).
- Teaches selected clinical and/or theory nursing courses as needed and planned with Associate Dean for Academic Affairs or Assistant Deans for Undergraduate and/or Graduate Education.
- Meets regularly with the UTEP nursing faculty on relevant matters.
- Executes all relevant policies of the University of Texas at El Paso and the School of Nursing.
- Promotes an UTEP School of Nursing research infrastructure and scholarship culture.
- Provides leadership in the formation of policy within the campus and School of Nursing.
- Maintains a personal program of teaching, scholarly work, and research.
- Reports to the Dean of the School of Nursing.
- Works closely with Assistant Deans for Graduate Education, and Student Affairs.

REV: 4-17-09
DIRECTOR – CENTER FOR AGING
Mission: The Center for Aging was established in May 2000 with a mission to provide training in geriatrics for working health professionals and health-care students enrolled at the University of Texas El Paso. Administratively, the Center for Aging is within the School of Nursing, and reports to the Office of the Dean.

RESPONSIBILITIES
• Provides administrative leadership for the operation of the Center, a centralized resource under the auspices of the School of Nursing.
• Mounts initiatives to stimulate the awareness of faculty, students, and community of the needs of older adults relating to health and wellbeing.
• Facilitates the development and implementation of collaborative initiatives related to aging with interdisciplinary colleagues and external constituencies.
• Supervises the collection of aging-related resources for the use of faculty and students and acts as a liaison with the UTEP library to increase access to current material related to gerontology and geriatrics.
• Mentors faculty in teaching gerontology content across all programs.
• Acts as a resource to the community, providing consultation, teaching, and support for improving health-related services in the region.
• Represents the School of Nursing in other functions as requested by the Dean.
• Teaches across the curriculum in area of expertise.

QUALIFICATIONS FOR POSITION
• Doctorate in nursing or related discipline.
• At least five (5) years experience in gerontology and/or geriatrics.
• Experience in undergraduate and graduate teaching and demonstrated scholarship in aging.
• Participation in professional organizations and community activities.
• Experience in academic administration and demonstrated ability to motivate faculty in a dynamic environment preferred.

• Excellent skills in written and interpersonal communications.

REV: 4-17-09
DIRECTOR - PUBLIC RELATIONS
The Public Relations Director is responsible for the creation, design, development, promotion, oversight, management and coordination of all public affairs activities within the School of Nursing. He/She reports to the Dean and works closely with the Associate/Assistant Deans, University Communications and other administrators.

RESPONSIBILITIES
• Develops and prepares written communication for public dissemination, utilizing alternative media formats, web, brochures, and periodicals, about the School of Nursing, its programs, activities, faculty, students and staff; researches a variety of news stories through interviews, observations, and online resources and proposes story ideas.
• Ensures press releases and other items of interest related to faculty, staff, and students are posted on the SON web page. Serves as Art Director and manager of web page and serves as Editor-in-Chief for annual School of Nursing magazine and electronic newsletters.
• Collaborates with UTEP Development Office on alumni and other activities designed to assist with the promotion of the SON as well as assisting with fund raising activities.
• Participates in alumni relations activities including alumni stewardship programs and alumni recognition societies as well as interface with the University's Alumni Relations Office as part of the coordinating committee for the creation of the SON Alumni Chapter.
• Serves as a liaison and/or assumes responsibility for all special events for the SON such as Nurses Week celebration, Hooding Ceremony, Pinning Ceremony, retirement events, Gold Nugget, and other related activities. Also coordinates special events, provides orientation visits, tours and plans for visitors.

REV: 4-17-09