

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Nursing Enrollment and Evaluations Specialist

BASIC FUNCTION: Under the supervision of the Dean-School of Nursing, performs tasks related to the evaluation of student academic records and duties related to nursing student guidance information, outreach, enrollment, course prerequisites, and other counseling services which do not require the professional competencies of a credentialed counselor.

PROVIDES WORK OR LEAD DIRECTION TO:

REPRESENTATIVE DUTIES:

1. Assists in developing and implementing policies and procedures as they relate to the evaluation of nursing student academic records.
2. Evaluates and submits course equivalencies, course substitutions, credit by exams, and other course prerequisite criteria to complete course prerequisite validation. Functions as primary individual responsible for completing all nursing student prerequisite validations.
3. Evaluates all nursing student academic records for AA/AS degrees and certificates.
4. Performs quality control audits to ensure degree and certificate requirements and other appropriate standards are met.
5. Provides guidance information related to School of Nursing policies and procedures.
6. Assists Dean and counselors in providing assessment and orientation services.
7. Assists Dean and counselors in providing outreach services to district high schools, middle and elementary schools, clinical facilities, and service organizations.
8. Assists Nursing students during registration.
9. Assists Dean and counselors in providing Nursing career information on all RCCD campuses.
10. Functions as Nursing liaison and academic policy resource for the counseling office.
11. Assists with in-service training for adjunct and full-time counselors.
12. Composes correspondence and maintains files and records related to the enrollment operations of the School of Nursing for the nursing programs and for dissemination to external agencies.
13. Maintains confidential student health and background check records and determines when requirements have been met.
14. Trains and provides technical supervision to hourly employees and assigns and oversees their work.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution.

EXPERIENCE: two years experience working in office practices. Experience working with academic records in higher education is highly desirable.

LICENSES/CERTIFICATIONS: N/A

KNOWLEDGE OF: college academic policies and procedures, including graduation and transfer requirements; modern office practices and procedures including word processing, filing, and answering phones.

ABILITY TO: maintain confidential and comprehensive files and records; possess a familiarity with college curriculum; possess a familiarity with college curriculum; communicate orally and in writing; make sound judgments and decisions; establish and maintain effective working relationships with others and communicate effectively with officials, faculty members, employees, students, and the public.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, students, faculty and other departmental staff.

WORKING CONDITIONS: Normal office and laboratory environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.