

**Temple University
College of Health Professions
Department of Nursing**

**Coordinator, Accelerated Bachelor of Science in Nursing Program
Position Description**

Qualifications:

- Earned doctoral degree in nursing or related discipline
- Experience in baccalaureate nursing education
- Evidence of professional leadership in academic administration

Overall Description:

The Coordinator, Accelerated Bachelor of Science in Nursing (BSN) Program, is responsible for the efficient administration of the program, including, but not limited to, recruitment and advisement of students, oversight of progression of students, coordination with institutions for clinical placement, and other activities as warranted. The Coordinator reports to the Director, Bachelor of Science in Nursing Program, Department of Nursing, College of Health Professions. As a member of the Departmental Executive Council, the Coordinator collaborates as a peer faculty administrator with other administrators within the Department in order to effectively and efficiently achieve overall goals and objectives of nursing's academic strategic plan.

Responsibilities:

- Marketing of accelerated program
- Advisement of applicants to the program
- Orientation of new students to the program
- Advisement of students regarding progression through the program
- Selection and evaluation of clinical agencies employed for the program
- Collaboration with other administrators and staff to finalize contracts with clinical agencies
- Coordination with other administrators to finalize faculty workloads/assignments for each academic year
- Participation in accreditation efforts related to the program
- Incorporation of performance improvement data into teaching and curricular initiatives
- Provision of data for internal or external reports, proposals and grants

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- Collaboration with undergraduate faculty on curricular development, revision, and evaluation
- Preparation of reports for appropriate internal and external constituencies, including, but not limited to, the Pennsylvania State Board of Nursing, the American Association of Colleges of Nursing/Commission on Collegiate Nursing Education, and others
- Other duties as required

PD ABSN Program 9-2-08