

COMPTON COMMUNITY COLLEGE DISTRICT



NURSING STUDENT SUCCESS COORDINATOR

POSITION DESCRIPTION

Under the direct supervision of the Associate Dean of Nursing and working closely with the Assistant Director of Nursing, the Nursing Student Success Coordinator plans, organizes, and coordinates academic support to assist academically underperforming Nursing program students. The Nursing Student Success Coordinator works closely with the Nursing faculty for each course offered in the nursing program and shall assign academically underperforming nursing students to the appropriate Nursing Student Success Facilitator. The Nursing Student Success Coordinator shall follow up with the Nursing Student Success Facilitator on the students' progress toward success. The Nursing Student Success Coordinator will ensure the Nursing Student Success Facilitator and the Nursing faculty are in consistent communication regarding Nursing students' academic performance.

DUTIES AND RESPONSIBILITIES

- Monitors students' academic progress and strategically provides intervention and support to ensure academic success for all Nursing students.
- Provides skills and academic coaching intervention by assigning Nursing Student Success Facilitators to assist students in the successful navigation of the Nursing program.
- Monitors the conduct of students identified as high-risk for failure based on different academic considerations. e.g., Students who receive a score of 76% or less on a test or exam must attend the tutorial and/or mentoring sessions each week.
- Communicates with the Nursing faculty to assign academically underperforming Nursing program students to their appropriate Nursing Student Success Facilitator.
- Keeps records of the students' attendance and progress toward academic success in their course(s).
- Assist students with the remediation process after a referral from and in consultation with faculty and Nursing Student Success Facilitator(s).
- Prepares forms and maintains information and records.
- Tracks and prepares reports on student usage of program resources, tutorial programs, and computer labs.
- Works with students, faculty, and the Nursing Student Success Facilitator(s) to provide access to the instructional resources and services in the Library-Student Success Center and elsewhere on the Compton College campus that meets the students' needs.
- Provides correspondence and informational materials about support services, tutorial programs, and computer labs.
- Operates a variety of equipment related to the Nursing program.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Full-time or part-time Compton Community College District Nursing instructor.

Salary Range: Current Salary and the Nursing Student Success Coordinator will be compensated with 10% reassigned time subject to the approval of the President/Chief Executive Officer.

Conditions of Employment: Temporary assignment, full-time or part-time Compton Community College District Nursing instructor.