Suzette’s Scope of Activities in Student Affairs

Abbreviations:
ADSA = Assistant Dean for Student Affairs
SSD = Student Services Director (new position)
ADASA = Associate Dean for Academic and Student Affairs

A. All student related activity involving:

1. Student Affairs Committee (ex officio: SSD to continue)
2. Supervise Director of Outreach, Recruitment, & Admissions (Associate Dean)
3. Supervise Director of Financial Aid (Associate Dean)
4. Supervise Pre- and Post-Licensure Student Support Services Coordinators (SSD)
   - Website updates (Pre-L Coordinator)
   - Check student grades each quarter (Pre & Post Coordinators)
   - Check student course sequences (Pre & Post coordinators)
   - Orientation in summer (SSD with pre & post coordinators)
   - Pinning and graduation ceremonies (SSD with pre & post coordinators)
   - Advancement to candidacy paperwork (Post Coordinator)
   - BRN forms for RN & NP license upon graduation (Pre & post coordinators)
   - Counseling students as needed for progress in the program, usually the prelicensure students. (Pre Coordinator & advisor with SSD)
   - Counseling post-licensure students with involved faculty (SSD, advisor, & ADASA as needed)
   - All PhD students handled by Assistant Dean (SSD with post and ADASA as needed)

B. ADSA Activities

- Ad Hoc on Curriculum Committee, attend section & evaluation sub-committee (SSD)
- Meet with faculty of students who are experiencing academic difficulty (SSD with referral to SAS or ADAASA as needed)
- Grant writing for Jonas PhD applications and other student support applications (SSD with DFA and ADASA)
- Speak at all admission information sessions (SSD)
- Organize and implement orientation sessions with pre and post coordinators (SSD)
- Organize & work with Dean’s office on graduation & pinning activities (SSD)
- Represent SON at local, state, and national professional meetings (ADASA & Assistant Dean Innovative Clinical Education)
- Sign all APN BRN paper work (post coordinator to prepare for APN faculty to sign( i.e. Colleen, Lynn Doering, Mary Cadogan)
- Organize all advanced practice national certification paperwork for all specialties (post coordinator)
- Complete alumni requests for DNP programs, NP licensing in other states (SSD)
• Complete ANCC yearly survey on student related information (SSD)
• “Fireside chats” with ADASA (SSD)
• Graduate Division Probation Follow-up on students in academic difficulty (SSD)
• Background check clearance (SSD)
• Coordinate recruitment activities for BS & MECN student for post-graduation employment (pre coordinator)

Other Activities
• Doctoral student coordinator (post coordinator)
• Overall coordinator for APN and PhD orientations (post coordinator with SSD)
• Admission applications (Director Admissions)
• Consult for financial aid questions (Director of Financial Aid)