Educational Advancement for Registered Nurses (EARN) Coordinator Job Description

The EARN Program Coordinator is appointed by the Dean of the AUM School of Nursing. The Coordinator’s position contributes to and fulfills both teaching, scholarly and service commitments within the School of Nursing. The EARN Coordinator is considered as part of the teaching component for evaluation and does not hold an

Administrative classification. The EARN program coordinator is directly responsible to the Dean and Associate Dean regarding matters concerning the EARN Program. In addition to teaching responsibilities the EARN Coordinator is responsible for course and curriculum development, revision and evaluation.

Other responsibilities include but are not limited to:

1. Planning and scheduling EARN courses.

2. Ensuring that Academic Advisors maintain records of EARN students including informal transcript evaluation.

3. Maintaining cooperative relationships between community colleges, clinical agencies and EARN students.

4. Facilitating use of technology in course offerings.

5. Advising prospective and current students.

6. Recruiting students for the program.

7. Marketing the School of Nursing EARN completion program.

8. Representing the EARN program to the faculty-at-large and to appropriate committees.

9. Maintaining professional relationships with the University community, the nursing community and the community-at-large.

10. Ensuring that the academic program is of high quality.