Individual Responsibilities - OKC Student Affairs Staff

Priority activities: Student Recruitment
Responsible Staff: Trish Wilhelm

- Recruit new students to all academic programs & provide academic advisement to prospective students by phone, email, regular mail and in-person
- Assist with new student orientations and with student enrollment
- Assist with data collection and projects related to student progression
- Primary contact for end of term grade entry
- Support student leadership activities
- Assist with planning and conducting student and alumni related activities
  - Plan annual OKC student employment fair
- Other duties as assigned

Priority activities: Student Admissions and various Student/Alumni Activities & Events
Responsible Staff: Margaret Robinson

- Coordinate admission processes for all programs
- Coordinate alumni related events
  - Plan annual graduation related events
- Support student leadership activities
- Administer or provide NLN Exam support for OKC prospective CM students (scheduling, processing & tracking)
- Coordinate new student orientations
- Oversee all aspects of recruiting students to OUCN academic programs (including academic advisement & development/maintenance of marketing materials) – Transitioning to Trish Wilhelm
- Other duties as assigned

Priority activities: Student Progression (Enrollment, Scholarships and Tracking)
Responsible Staff: Shawn Elwell

- Coordinate student enrollment process
- Track student progression (all programs/sites – admission, progression, graduation, NCLEX)
  - Including degree audits, in-house database maintenance, and program completion plans
- Provide data for queries, surveys, Program Director end of year reports
- Coordinate mid-term grade deficiency collection
- Coordinate end of term grade entry
- Process class rosters
- Assist Faculty in developing and publicizing class schedules
- Maintain student email distribution lists
- Coordinate the student scholarships and tuition waiver processes
- Other duties as assigned

Priority activities: Faculty/SA Support and Student Progression (Credentials Confirmation & Tracking)
Responsible Staff: Davetta Brown

- Staff Support for BSN Program Director and Faculty
- Track student credentials (Drug screens, Immunizations, Background checks)
- Backup for OKC Enrollments & Grade entry
- Other duties as assigned