

Position: Academic Advisor/Departmental Assistant (10-month position)

Department: Nursing

Reports to: Department Chair, Nursing

Job Summary: Assist the Department Chairperson with coordination and oversight of the Department and academic advising for students. Assist students with course scheduling, advisement and registration. Work directly with students to develop multi-year academic plans. Coordinate efforts with other academic advisors, including, but not limited to those advisors in the Freshman Studies and Student Success areas of the College.

Duties and Responsibilities:

- Provide detailed information and advisement to students, including, but not limited to, major requirements, graduation requirements, career options, post-graduate options and College policy and procedures.
- Respond to general inquiries regarding the Department; direct students to College resources and other departments as appropriate. Work with all other departments of the College as required.
- Maintain current knowledge the College's degree programs and prerequisites.
- Stay abreast of the College's rules and policies to direct students to the appropriate resources within the College. Ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Prepare, collect and analyze student and faculty data for the Department; prepare annual reports and tracking data for assessment and outcomes.
- Attend and prepare minutes of all Department meetings and make them available to the Chairperson for review in a timely manner.
- Train and prepare work schedules for the Department's student workers/assistants.
- As identified by the Department Chair, participate in specific weekend and evening events during the academic year, including, but not limited to, the College's Open House. In addition, in order to serve the evening student population, some evening hours will be required.
- Performs other duties as assigned by the Department Chairperson.

Qualifications:

- Bachelor's degree required. Master's degree in higher education or a departmental discipline preferred.
- Prior teaching experience, higher education administration or counseling preferred.
- Experience collecting, maintaining, interpreting and disseminating student driven data, including retention and outcomes data.
- Excellent communication skills and ability to relate well to others in a diverse urban College setting.
- Strong communication, presentation, organizational and team building skills.
- Proficient with Windows, Microsoft Outlook, Word, Outlook, and Excel. Able to effectively navigate the Internet and perform database queries and entry.
- Experience with creating and editing video and associated technologies.
- Ability to manage multiple tasks according to required deadlines.

Interested applicants can apply by clicking [here](#).