

## Nursing and Allied Health Programs Advisor

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**Department:** Nursing

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Work Schedule:**

**Job Status:** Full Time

**Reports To:** Director of Nursing

**Amount of Travel Required:** Occasional Travel

**Positions Supervised:** None

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Provide general administrative support to the Director and Nursing Department Faculty and staff including but not limited to providing customer service to internal and external customers such as responding to general inquiries and directing them to appropriate individuals, answering phones, scheduling appointments, travel requests, invoices, maintenance of student records and office management needs.
- Prepare information packets for prospective nursing and CNA students, review application procedures, and guide individuals through the process. Manage student databases/spreadsheets.
- Serve as the primary academic advisor for Pre-Nursing, Phlebotomy, Pre-Medical Lab Tech and Pre-Rad Tech students.
- Meet with student advisees during Student Orientation, Advising, and Registration (SOAR) sessions; meet at least once each semester with continuing students to plan for coming semesters and to review/revise long range academic program plans.
- Monitor progress toward educational/career goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- Assists the Director in meeting Department, College, State Board of Nursing, and Accreditation requirements.
- Maintain confidentiality concerning student (and/or patient) records in accordance with Family Education Rights and Privacy Act (FERPA) and Health Insurance Portability & Accountability Act (HIPAA).
- Coordinate and monitor the ordering of supplies/equipment as well as maintain the organization of the Nursing Arts Lab (NAL) and both Simulation Labs (Sim lab). Manage and post the schedule of NAL/Sim lab and other college rooms needed for Nursing Faculty.
- In addition to the maintenance of student advising files, manage and update all student files for all CNA and ASN students, both electronic and hard copy.
- Inform and, if necessary, refer students to other institutional resources when academic, behavioral, attendance, or other personal problems require intervention by other professionals (e.g. Learning Center, Student Engagement or Student Conduct, Counseling Services).
- Gather and compile program evaluation data from facilities and employers.
- Coordinate all department public announcements, such as scholarships, job announcements, events, etc. with faculty and students.
- Coordinate meetings and special events such as Nursing Student Orientation, Nursing Advisory Committee, and Nursing Pinning Ceremony.

- Verify student immunization records, Cardio Pulmonary Resuscitation (CPR) certification, health insurance, and complete background checks as required for the Certified Nurses Aid (CNA) training and Nursing program.
- Coordinate scheduling and testing for Kaplan entrance and Transition exams for the Registered Nursing students. Serve as a proctor for exams.
- Maintain knowledge of specific nursing department policies, procedures, requirements, curriculum and clinical site requirements.
- Performs other duties as assigned by the Director of Nursing and Vice President of Academic Affairs.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understand basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.

- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

**Education:** Minimum of Associate Degree, Bachelor Preferred in related field preferred.

**Experience:** Must be efficient and accurate with current office computer software and equipment, professional oral and written communication skills, taking and transcribing meeting minutes, ability to maintain a high degree of confidentiality. Experience with operation of general office equipment, including multi-line phone systems, Computers, fax machines, photocopiers, and printers. Knowledge of medical terminology and medical abbreviations is helpful but not required. Experience working with college students or similar populations as a mentor/advisor in a professional environment.

**Other Requirements:** Must be able to sit/stand for long periods of time and must be able to lift objects up to 35 pounds.

REVIEWED BY (SUPERVISOR SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY (EMPLOYEE SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.