

JOB TITLE: Academic Advisor – Nursing and Allied Health

DEPARTMENT: Nursing and Allied Health

LOCATION: Union Campus

REPORTS TO: Dean of Health Science and / or Vice President, Academic Affairs

FLSA:

LEVEL:

DATE:

POSITION SUMMARY:

Provide academic advisement, career exploration, recruitment and career counseling to pre-nursing and pre-allied health (health science) students. Assist students in selecting their educational and career goals and enrolling in appropriate classes and programs.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:

(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

Bachelor's degree and two years related work experience. A degree in a healthcare related field or academic advising is preferred.

ESSENTIAL TASKS:

(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)

- Provide career exploration and academic advisement services to prospective and current pre-nursing and pre-allied health students.
- Assist with the student registration process.
- Assist with and engage in recruitment of pre-nursing and pre-allied health students.
- Attend department, division, and / or program advisory committee meetings as appropriate.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Refer students who may need access services to the proper place, records and reports.
- Serve as a liaison between student services such as mentoring, tutoring, financial aid and counseling. Refer students to college counseling and / or community based support services as appropriate.
- Maintain student records within the Early Alert System to identify "at risk" students in need of early intervention to promote success.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; understanding of education programs and tools related to community colleges.

LEADERSHIP AND COMMUNICATION SKILLS:

Ability to exchange ideas, facts, information, and opinions effectively and accurately with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; excellent customer service skills; comply with policies, procedures, and instructions.

DECISION-MAKING AND ANALYTICAL SKILLS:

Ability to make procedural decisions; ability to interpret policy and establish methods and procedures; collaborate with others regarding marketing and process improvements. Adhere to department and college policies, procedures, and practices.

EQUIPMENT AND SOFTWARE:

Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, ImageNow, etc.; office machines such as telephones, fax machines, and copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment which may require repetitive hand movement and fine coordination including use of a computer keyboard.

POSITIONS SUPERVISED: None

SIGNATURES:

I have read and reviewed the above job description with my immediate supervisor. I acknowledge that this job description indicates the general nature and level of work to be performed and that I am responsible for performing these duties. I acknowledge that the duties and job description are subject to change.

Print Name/Date

Print Name/Date

Employee Signature/Date

Supervisor Signature/Date

DISCLAIMER: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

NOTICE OF NON-DISCRIMINATION – *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or hrnotice@eastcentral.edu.*