PRE-NURSING ADVISOR

Department: School of Nursing and Health Science

Reports To: Dean of the School of Nursing and Health Science

Position Summary: The Pre-Nursing Advisor would be responsible for providing all pre-nursing students academic advising to apply to the nursing program. This position will help students who are ineligible for the program find an alternative path to graduation. Students would be assigned to a new advisor upon starting the nursing program. The Pre-nursing advisor would be the primary contact for pre-nursing students.

Essential Responsibilities:

- Provide Academic Advising for all undergraduate students seeking to apply to the nursing program.
- Evaluate transfer student profiles and coordinate an academic path for students interested in applying to the nursing program.
- Facilitate events as requested for potential Pre-Nursing students to explore their interest in nursing as a profession.
- Provide periodic information and advising sessions for all pre-nursing students.
- Take the lead in developing pre-nursing advisor email communications and keep Program Director and other faculty pre-nursing advisors informed.
- Advise pre-nursing students and transfer students on the Nursing program application process.
- Management pre-nursing students' applications.
- Provide data and context to the Nursing Program's Selection and Progression Committee regarding individual student's academic performance in the Pre-Nursing Curriculum.
- Work with the Dean and Program Director to identify enrollment trends in classes to provide a data-driven assessment of how many seats are needed in pre-requisite courses.
- Communicate with the Division of Science as needed regarding increasing section enrollment or additional sections in collaboration with Program Director.
Serve as liaison to institutions the Nursing Program has articulation agreements.

Other duties as assigned.

**Essential Qualifications:**

- **Bachelor's degree required. Master's degree in higher education administration preferred.**
- Experience in student advised preferred.
- Excellent organizational ability, communication skills, and time management.
- Strong written communication skills.
- Computer literacy and familiarity with Word, Excel, and Datatel/Colleague.
- Understanding and appreciation of the SoN program and processes
- Sensitivity to the needs of both professional faculty and students with varying levels of preparedness.
- Ability to maintain confidentiality.
- Understand the details of the Nursing Program's curricular policy.
- Hold a clear understanding and personal commitment to North Park's mission of Christian higher education.

**Effective Date:** March 2021

*NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*