



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

## ADVISOR SNHS PROGRAMS, ONLINE NURSING

POSITION REFERENCE NUMBER: 11017-129

### GENERAL FUNCTION

The position performs advisor activities for the Online RN to MSN and MSN Programs in Nursing and assists other graduate nursing or online SNHS students as needed. Work is performed under the direct supervision of the Online Nursing Program Director and general supervision of the Online Division of RMU. This position works on campus.

### RESPONSIBILITIES

1. Participates in recruitment efforts as needed.
2. Works with the admissions counselor and refers students to the appropriate admissions counselor, financial aid or director for follow up as necessary.
3. Establishes initial communication and provides ongoing advisement for all online nursing program students and other SNHS students related to progression and retention.
4. Assists online nursing students with registration and resources; answers specific questions concerning curriculum, program requirements, policies, check-sheets, degree information and student problems in collaboration with the Program Director. This position may also potentially assist other SNHS online or graduate students with registration needs as necessary.
5. Responsible for keeping records for the Online Nursing Programs Director and working with other staff to track enrollment and progression of SNHS students, primarily in the online nursing program with potential to work with other SNHS online or graduate students.
6. Use data related to enrollment and progression to develop plans for proposed semester course offerings.
7. In collaboration with the Program Director, determines semester course scheduling and submits requests for the online nursing programs to the Program Director by required deadlines.
8. Support program and accreditation requirements; assists in collecting data relative to the program enrollment, attrition and graduation rates, projected courses and submits report to the Program Director weekly.
9. Facilitates changes in student enrollment status from undergraduate to graduate programs as necessary.
10. Performs other miscellaneous related duties as needed.

### MINIMUM QUALIFICATIONS

1. Bachelor's Degree is required in health related field, education, management or communications fields; Master's degree preferred.
2. RN License preferred but will consider other qualified candidates with higher education experience.
3. Knowledge of academic environments. Experience with academic advising or working in higher education preferred.
4. Ability to maintain confidentiality and attention to detail.



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

5. Proficient knowledge of computers including Microsoft Office packages including Word, Excel and PowerPoint. A willingness to develop computer skills, adjust to other updated technology and grow academically as required. Strong technology and computer skills required.
6. Strong professional communication, interpersonal and organizational skills; problem solving skills; ability to prioritize multiple tasks and work without supervision; ability to make independent judgments.
7. Good customer relations skills needed to interact closely with staff, faculty and students, deal with multiple constituencies and work with a diverse population.

## OTHER INFORMATION

Exemption Status: Exempt

Post Date: August 7, 2017

## HOW TO APPLY

Submit a letter of interest and an attached resume to [jobs@rmu.edu](mailto:jobs@rmu.edu). To ensure proper processing, applicants must use the following subject line format:

**First Name Last Name – Position Reference Number**

**Example: Bob Morris - 123456**

[RETURN TO JOB POSTINGS](#)