

Job Vacancy Notice

Job Title: Academic Senior Advisor - Nursing Department
Job ID: 23000
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

--Revised--

The mission of the Nursing Unit within the Department of Allied Health is consistent with the College's mission to provide educational opportunities leading to socioeconomic mobility for students from diverse ethnic, racial, cultural and linguistic backgrounds, particularly Hispanics, and African Americans. The Nursing programs provide educational opportunities for students seeking entry or mobility within a nursing career path as a licensed practical nurse and/or licensed professional nurse (RN-A.A.S.). The nursing programs serve as a resource for the promotion of health and wellness for the population of the South Bronx and surrounding communities. These programs adhere to the standards of Practice and Code of Ethics as set forth by Professional Nursing Organizations.

The Nursing Program leads to an Associate in Applied Science (A.A.S.) degree for eligible students who successfully complete the five semesters of study. Women and men are prepared to become registered nurses upon successful completion of the course of study and satisfactory performance on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

The Nursing Department seeks applications for an Academic Sr. Advisor, reporting directly to the Clinical Nursing Coordinator, the successful candidate will be responsible, but not limited to the following:

- Provides academic advising for all pre-nursing, transfer, and returning students; attends all freshman orientations for advisement and registration
- Assesses student application transcripts along with the ATI TEAS Test prior to admission into the RN and LPN Programs
- Monitors pre-clinical requirements and placement of current RN and LPN students into designated clinical rotations
- Reports all matters regarding clinical activities and clinical contractual obligations at the clinical affiliates to the Nursing Clinical Coordinator
- Monitors attendance and punctuality reports from faculty and clinical sites
- Maintains student clearances with adherence to all city, state, and federal laws as well as CUNY policies
- Develops recruitment materials, updates RN and LPN Student Handbooks, the nursing website and submit catalog changes to the appropriate office
- Serves as liaison for the Allied Health Department – Nursing Unit on the registration Committee
- Assists with the creation of statistical analysis reports and ATI Testing Results
- Assists the Nursing faculty with preparation and review of the academic records and test performance of students, NLN and ATI results to determine eligibility for the LPN, RN Pipeline and RN programs
- Monitors compliance with Castlebranch, vaccination guidelines, and any other clinical placement requirements
- Works with Admissions and Academic Achievement Offices to facilitate student entry into the Nursing program
- Assumes any other duties assigned by the Chair of the Allied Health Department and the Nursing Coordinators
- Essential duties require on campus presence

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

The following qualifications are preferred:

- Possess NYS License to practice as Licensed Practical Nurse or Professional Registered Nurse
- Bachelor's degree in Nursing
- Experience working in an LPN and RN Associate Degree Program with a diverse multi-cultural environment
- An appropriate combination of nursing education, training and experience as an LPN and/or RN
- Experience with curriculum and ATI testing
- Availability to work evening and weekend hours when required
- Experience working in a higher education setting

CUNY TITLE OVERVIEW

Provides expert and/or specialized academic counseling a diverse student population.

- Offers comprehensive advisement to full-time and part-time students
- Works with other academic affairs staff as well as enrollment and student affairs to assist students to declare majors and select appropriate courses
- Monitors students' performances and takes appropriate action if necessary; resolves students' problems regarding curricular requirements
- Develops academic plans and performs graduation audits
- Provides information to students regarding student support services, college policies and program procedures and guidelines
- Facilitates workshops; assists with other department activities such as course scheduling
- Establishes and maintains student advisement files; prepares activity reports and analyses
- May supervise extramural activities, such as internships and community service; may assist with accreditation efforts as needed
- May provide career and transfer services and/or specialized program counseling
- May supervise junior advising and/or clerical staff
- Performs related duties as assigned.

Job Title Name: Senior Academic Advisor

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings".

Please attach resume, cover letter and three professional references.

CLOSING DATE

Open until filled with review of applications to begin November 10, 2021

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.