Position Title: POST-LICENSENCE NURSING ADVISOR (Student Services Professional II)

Recruitment #: #2168

Full/Part-Time: Part-Time (20 hours per week)

Employment Type: Permanent

Bargaining Unit: R04

Salary: $1,929 - $2,742.50 per month (based on 20 hours per week) Exempt

Department: Nursing

Available: August 7, 2017

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: July 6, 2017

Closing Date: July 21, 2017

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The Post-Licensure Nursing (RN-BSN and MSN) Advisor assists students with the transfer and admission process by evaluating academic records and recommending additional course work or plan of action needed to begin nursing course work at the university. The Advisor develops individual transfer plans with students from local California Community or private colleges. He/she is responsible for providing support and follow-up services for students upon admission to the university.

DUTIES:

Academic Advising

- The incumbent will facilitate New Student Orientations for nursing students and provide course selection assistance based on academic test scores as well as group advising sessions to provide information about the nursing application and eligibility process.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Maintains confidential records and clinical documentation materials to ensure each student has a current clinical clearance.
• The Post-Licensure Advisor processes both undergraduate and graduate nursing program applications to determine eligibility for the nursing program.
• The incumbent selects RN to BSN and MSN students for entry after careful review of prerequisite and general education completion and calculates the grade point average (GPA) earned in accordance with the RN to BSN program primary point criteria. He/she will track student progress to ensure timely degree completion.
• The Advisor identifies and utilizes appropriate resources and counseling interview techniques to enhance student interaction and address student concern(s).
• He/she identifies the major, underlying issue preventing student success and assists individual students with the development of an action plan to promote the successful completion of educational goals. Incumbent reviews Application for Baccalaureate Degree forms to determine degree requirements have been met.
• Monitor RN to BSN and MSN program attrition/retention rates and work with various committees to improve student retention.
• Compile and categorize relevant program statistics for state and national nursing approval and accreditation.
• Participate in committees to review/revise program schedules, student selection process, and program policy/procedure materials.
• Work with various departments on-campus to ensure that student needs are being met and services are being utilized.
• Prepare handbooks, documents, website updates, and forms related to student admissions.
• Train, supervise, and provide feedback to graduate student assistants, work study students, and interns.

**Outreach**

• Represent the Department of Nursing in community advisor meetings and on-campus committees to evaluate community and student needs and to make improvements to support student learning.
• Cultivate working relationships between CSUB and California Community Colleges (CCC) to assist Counselors prepare potential CSU transfer students.
• Create roadmaps for CCC to CSU RN to BSN transfers to promote readiness for the nursing program.
• Educate the community and community partners by attending functions that promote nursing higher education and opportunities.
• Attend professional conferences and workshops as a representative of both CSU Bakersfield and the Department of Nursing.

**REQUIRED QUALIFICATIONS:**

• **At least two years of experience at the college level as an Advisor or Counselor.**
• Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field.
• Additional specialized experience may be substituted for the required education on a year-for-year basis.
• Must have a general understanding of admission procedures, requirements, and transfer requirements from community colleges to four-year institutions.
• Ability to advise students individually and in groups regarding on-campus information and admissions; interpret and apply program rules and regulations and to use initiative and resourcefulness in planning work assignments.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
• Thorough knowledge of English grammar, spelling and punctuation.
• Demonstrated ability to maintain a high degree of confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• Experience with database maintenance including inputs, outputs, and problem solving in the following areas: Microsoft Excel, Microsoft Word, Microsoft PowerPoints, Microsoft Publisher, PeopleSoft, Blackboard, Grades First, Cascade, 25Live, ImageNow, and email are preferred.
• Regular and reliable attendance is required.

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PREFERRED QUALIFICATIONS:

- Advising experience in a health care-related department or school.
- Advising experience for a distance education program in a health related field.
- Experience working in a nursing education environment with accreditation and state approval process knowledge.
- Experience working with online program students and online undergraduate and graduate programs.
- Master’s degree in Student Affairs or the equivalent.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.