

Western North Carolina Regionally Increasing Baccalaureate Nurses (WNC RIBN)

Job Description

TITLE: WNC RIBN Nursing Advisor (Student Success Advocate)

REPORTS TO: Director, School of Nursing, WCU and Director, Department of Nursing, Asheville-Buncombe Technical Community College

OVERVIEW: The WNC RIBN Nursing Advisor (Student Services Advocate) will coordinate all aspects of student services for WNC RIBN and promote successful completion for RIBN students within the expected time frame.

PRIMARY RESPONSIBILITIES:

- Serve as point of contact, resource person, catalyst, advisor, and consultant to potential and enrolled students.
- Recruit students to WNC RIBN with emphasis on diversity that includes ethnic background and/or students that are from disadvantaged backgrounds and/or financially needy.
- Develop marketing materials including brochures, websites, etc.
- Assure diversity and cultural competency of all marketing materials,
- Represent WNC RIBN at career fairs, high schools, middle schools, community college pre-nursing classes, regional employment sites, and community agencies that target disadvantaged and ethnic minority groups.
- Provide public presentations and other strategies as needed to recruit students
- Assess student credentials and provide student advisement and guidance in meeting admission, course progression, and degree completion criteria
- Collaborate with A B Tech and WCU Admissions, Registrar, and Financial Aid Directors, faculty, and staff, and various committee boards to assist in the development of documents and the implementation of all student services aspects for WNC RIBN at both schools
- Administer entry level testing independently, train proctors as needed, monitor applications including transcripts and scores, and present faculty with complete information on which to base admissions decisions

- Maintain accurate student documents
- Organize and lead WNC RIBN student orientation
- Conduct regular advising sessions (at least once per semester) with currently enrolled WNC RIBN students to discuss registration for the impending semester, any academic or personal challenges or concerns, and future career/graduate program goals
- Refer students for support services and tutorial assistance as needed
- Ensure all WNC RIBN students will have a current CNA certification prior to beginning the second year and assist students with enrollment in their CNA courses.
- Interact cooperatively with students, faculty, and all project staff providing timely input, guidance, feedback, and support.
- Participate in data collection, progress reports, analysis of data and evaluation of project activities and outcomes.
- Maintain proficiency in technology necessary to perform job requirements.
- Serve as a contact person for the state-wide replication of the RIBN model, specifically as it relates to the responsibilities and activities of the RIBN Nursing Advisor position
- Other duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION and/or EXPERIENCE:

- A bachelor's degree in an appropriate field is required, RN, BSN degree preferred.
- Prior work experience should include project management, recruitment and public relations, student services, and data collection
- Demonstrated ability to work independently and collaboratively
- Demonstrated ability to maintain confidentiality

CERTIFICATES, LICENSES, REGISTRATIONS:

- If RN, must have an active unencumbered license to practice as a registered nurse in North Carolina.

- A valid driver's license is required.

COMPUTER SKILLS:

- Basic ability to generate letters and reports via computer is required.
- Competence in Excel or other data base software
- Ability to generate basic Power Point presentations preferred.
- Willingness to learn college and university data software as needed for job performance.

COMMUNICATION SKILLS:

- Demonstrates the ability to communicate verbally and in writing
- Demonstrates ability to work collaboratively with others
- Provide presentations to groups.

PHYSICAL DEMANDS:

- Requires frequent standing, walking and occasional lifting and/or moving up to 25 pounds.
- Requires talking and hearing.

WORK ENVIRONMENT:

- Must be able to drive.
- Travel required within western and central regions of the state. This may require leaving early in the AM, returning late in the PM, and/or overnight stays.

*Approved June, 2009
Revised February, 2011*