
Job Title	Administrative Assistant - Recruitment
PVN ID	HC-2201-004483
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	Hunter College, School of Nursing
Status	Full Time
Annual Salary	\$38,000.00 - \$43,000.00
Hour(s) a Week	35
Closing Date	Mar 07, 2022 (Or Until Filled)

General Description

Major responsibilities include: providing support to Pre-Nursing Advisor and conducting student recruitment activities; advising & supporting potential and admitted students; providing support for the undergraduate nursing admission process.

Other Duties

- Monitor students' education progress for admissions to the Hunter College, School of Nursing
- Advises and assists with development of course plan for first year, associate degree prepared registered nurses and second-degree students interested in the Hunter College, School of Nursing undergraduate programs; familiarizes prospective nursing students with admission policies related to the Hunter College, School of Nursing programs.
- In collaboration with the (Pre-Nursing Advisor) Coordinator of Student & Alumni Activities and Community Outreach, develops and evaluates an advisement plan for lower division students interested in the Hunter College, School of Nursing undergraduate programs.
- Provides support to the (Pre-Nursing Advisor) Coordinator of Student & Alumni Activities and Community Outreach with the School of Nursing and Advising Services for undergraduate freshmen and transfer orientations. Also, assists in serving as liaison with the Hunter College Admissions Office, Hunter College Advising Services, and the Hunter College Welcome Center.
- Assists the (Pre-Nursing Advisor) Coordinator of Student & Alumni Activities and Community Outreach with initial admission screening of nursing undergraduate students; in support of the Coordinator of Student & Alumni Activities and Community Outreach works closely with the School of Nursing Associate Dean of Undergraduate Programs, as well as the Program Coordinator for the RN to BS program as appropriate in the admission process.
- In conjunction with (Pre-Nursing Advisor) the Coordinator of Student & Alumni Activities and Community Outreach, coordinates student recruitment events and provides support for undergraduate student

recruitment initiatives.

- Attends selected college-wide recruitment events on behalf of the School of Nursing.
- Actively communicates with potential nursing students interested in undergraduate Hunter College, School of Nursing programs via e-mail, telephone, and/or in-person.
- Collects data about potential nursing students and applicants on spreadsheets and forwards template information about program interest as follow-up.
- Assists (Pre-Nursing Advisor) Coordinator of Student & Alumni Activities and Community Outreach in developing and maintaining a supply of program recruitment materials; advertises and distributes to interested individuals.
- Other related duties as assigned

Qualifications

Baccalaureate degree and three years of related experience required. Computer proficiency, good writing skills, and excellent interpersonal skills necessary.