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<b>Job Title</b>	RN to BS Advisor
<b>PVN ID</b>	HC-2212-005268
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	School of Nursing
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 06, 2023 (Or Until Filled)

## General Description

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Reporting to the Coordinator of Student & Alumni Activities will partner in the planning, implementation, support and assessment of interventions that impact the engagement, retention, and degree completion of RN to BS students and QCC-Hunter Scholars.

In addition, the successful candidates will also:

- Develop individualized degree completion plans for RN to BS students and QCC-Hunter scholars
- Participate in the development and implementation of group and individual advisement and career planning sessions for this cohort.
- Conduct regular outreach to faculty and other college staff as needed to support student success and degree completion.
- Maintain accurate tracking data and notes for each student and scholar, recommending appropriate referrals and opportunity programs.
- Disseminate information on college and CUNY policies and procedures and stay abreast of changing institutional information including admissions requirements, new program requirements, course changes, deadlines, important dates, costs, expanding facilities, updates in college-wide initiatives, transfer requirements, and state and federal mandates.

Until further notice, this is a hybrid position, eligible to work remotely and work in the office, and this position is based in New York, NY. Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

## Other Duties

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

- Offers comprehensive advisement to full-time and part-time students and scholar
- 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 provide career and transfer services and/or specialized program counseling
- Performs related duties as assigned.

## Qualifications

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

- Strong understanding of the needs and challenges facing students from diverse urban backgrounds.
- Demonstrated ability to work independently and as part of a team, within the school and with faculty and other administrators.
- Strong organization, project management, communication, and facilitation skills.
- Computer skills, particularly Microsoft Office (Access and Excel); and aptitude to learn new systems as needed.
- Experience with student caseload management, desirable.
- Excellent written and oral communication skills.
- Familiarity with Student Development Theory and knowledge of CUNYFirst (PeopleSoft).