



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

School of Nursing
Bloomington

To apply submit an employment application ([click here for application](#)),
resume, and letter of interest to: **Nursing Program Chair**
7801 Metro Parkway, Ste. 200, Bloomington, MN 55425

I. POSITION TITLE: Nursing Program Foundational Core Advisor

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Nonexempt

IV. ACCOUNTABLE/REPORTS TO: Nursing Program Chair

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: The basic workweek shall be 40 hours per week/variable plus such additional time and/or travel as is necessary to complete job assignments from time to time.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Nursing degree required as applicable to program degree, current and unencumbered state nursing license.

EXPERIENCE: One year of clinical nursing.

PHYSICAL: Good visual acuity, good verbal communication skills, listening, writing skills, hand/eye coordination, reaching, hand-wrist finger dexterity, editing, proofreading, ability to exert force to lift and/or move objects up to 25lbs., typing, keyboarding, cleaning, balancing, filing, dialing, collating, bending over, stapling, walking, pushing, carrying, unlocking, repetitive motions, turning, opening, stooping, standing, sorting and sitting.

SKILLS EXPECTATIONS: Must have professional oral and written communications skills. Requires strong computer and internet skills. Also calls for flexibility, excellent interpersonal skills, excellent student communication skills, and the ability to work well with the nursing program chair and personnel. Travel required.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: The purpose of this position is to provide excellent advising to all nursing students in the nursing foundational core. Rotation of campuses is necessary to provide office hours and availability for advising nursing students. The

advisor acts as a liaison between campus directors and the nursing chair and other matters as assigned in support of the missions of the school of nursing and university.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Functions as the nursing foundational core advisor for specific nursing programs.
- * B. Rotates campuses for availability and provides office hours for advising nursing foundational core students.
- * C. Acts as the liaison between campus directors and the nursing program chair to ensure communication and quality in the nursing program (ie program advertising, program changes).
- * D. Maintains the nursing foundational tracker for all nursing foundational core students.
- * E .Identifies potential at risk students and provides contact and advising for success.
- * F. Provides a monthly orientation to the nursing program site for all nursing foundational core students.
- * G. Tracks deadlines for requests and implements action as appropriate.
- * H. Maintains calendar and communication with the nursing program chair.
- I. Other duties as assigned by the nursing program chair.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. Nursing faculty and nursing program chair.
- B. School of Nursing Executive Committee and dean.
- C. Administration, faculty, staff and students of the university.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the school of nursing and university.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.

I have reviewed and comprehend the responsibilities of the nursing program foundational core advisor. Upon acceptance of the position, I acknowledge and accept these responsibilities.

Signed: _____

Date: _____

