To apply, submit an employment application (click here for application), resume, and letter of interest to: Nurse Program Chair
4775 Indian School Rd NE Suite 200
Albuquerque, NM 87110

NURSING PROGRAM FOUNDATIONAL CORE ADVISOR
Position Description

Summary
The Nursing Program Foundational Core Advisor provides excellent advising to all nursing students in the nursing foundational core. To advance and promote the nursing program and to act as a liaison between the nursing program and campus and other matters as assigned in support of the missions of the School of Nursing and university.

Minimum Qualifications
The Nursing Program Foundational Core Advisor must satisfy the following minimum qualifications:
1. LVN or LPN required; associate degree in nursing preferred; and
2. One year of clinical nursing experience; and
3. Current/unencumbered respective state nursing license.

Skills and Attributes
The Nursing Program Foundational Core Advisor 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.

Essential Functions
The Nursing Program Foundational Core Advisor performs the following essential functions:
1. Function as the nursing foundational core advisor for respective nursing programs.

2. May rotate campuses for availability to meet the School of Nursing/program needs and provide office hours for advising nursing foundational core students.

3. Act as the liaison between the nursing program and campus to ensure communication and quality in the nursing program (i.e. program advertising, program changes).

4. Maintain the nursing foundational core tracker for all nursing foundational core students.

5. Identify potential at risk students and provide contact and advising for success.

6. Provide a regularly scheduled orientation to the nursing program site for all nursing foundational core students.

7. Guide students’ completion of foundational core courses to meet application deadlines.

8. Monitor and advise nursing foundational core students’ academic progress throughout the program, including assessing mid-term course grades.

9. Maintain calendar and communication with the nursing program chair.
10. Generate reports through CampusVue, analyze, and disseminate to the nursing program.

11. Advance and promote the nursing program through various community activities, which may include attendance at job fairs, community presentations, and related marketing opportunities.

12. Other duties as assigned.

Required Work Hours
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

Reporting and Supervisory Responsibilities
1. The Nursing Program Foundational Core Advisor reports to the Associate Dean of the School of Nursing.
2. This position has no supervisory responsibilities.

Physical Requirements
The Nursing Program Foundational Core Advisor must be able to speak, hear, see, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 40 pounds.

Travel
Periodic travel, including airline travel and overnight stays, may be required.

Classification
1. FLSA: Nonexempt
2. IPEDS: Instruction

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Nursing Program Foundational Core Advisor.

________________________________________  __________________________
Signature                                           Date

____________________________________________
Print Name