To apply, submit an employment application (click here for application), resume, and letter of interest to: Dean, School of Nursing & Graduate Nursing Study
Dr. Lisa Hawthorne  LHawthorne@national.edu
5301 S Highway 16
Rapid City, SD 57701

SCHOOL OF NURSING – CLINICAL CORE ADVISOR (Part-Time)

Position Description

Summary
The School of Nursing Clinical Core Advisor provides non-faculty advising to all students in the nursing clinical core in an efficient manner. This position serves to support students and graduates through the beginning and end of program, as well as through post-graduation. This position collaborates with faculty, program chair and other university staff in support of a student-centered learning environment. This position participates in execution of the SON mission, core values and purposes of the university. The part-time position accommodates nursing students with a clinical core population of 20 to 35 students.

Minimum Qualifications
The School of Nursing Clinical Core Advisor must satisfy the following minimum qualifications:
1. LVN or LPN; preferred RN with a minimum of an associate degree;
2. Two years of clinical nursing experience; and
3. Current, unencumbered respective state nursing license.

Skills and Attributes
The School of Nursing Clinical Core Advisor must possess the following skills and attributes:
excellent communication skills; ability to function in a setting where multi-tasking is required; excellent computer skills and ability to operate Windows environment to include MS Word, Excel, PowerPoint, and Outlook, as well as student learning applications; excellent organizational and general clerical skills; and ability to work in collaboration with the program chair, faculty and other university staff.

Essential Functions
The School of Nursing Clinical Core Advisor performs the following essential functions:
1. Functions as the non-faculty advisor for students in the nursing program, which includes monitoring academic progress, attendance, completion of pre-requisite courses to nursing clinical core, and other appropriate activities.
2. Coordinates communication with program leadership and students, with responses occurring within a 24-hour period.
3. Provides coordination of tutoring services as needed to support student learning.
4. Conducts tutoring sessions to aid students in using strategies for success, to include but not limited to: test-taking strategies, learning styles assessments, technology resources, library usage, and other resources.

5. Collaborates with program leadership and faculty advisors to address student concerns or issues.

6. Maintains records of students’ participation in advising and tutoring services throughout the nursing clinical core.

7. Advises students through the nursing clinical core application process, in coordination with other university staff.

8. Supports students and graduates for application for licensure and NCLEX-RN® testing.

9. In coordination with the program faculty and chair, develop reports on student participation and activities required to aid with student success.

10. Performs other duties as assigned.

**Required Work Hours**

20 or less hours per week during daytime, evening, and weekend hours to meet the students’ scheduling needs. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

**Reporting and Supervisory Responsibilities**

1. The School of Nursing Clinical Core Advisor reports to the nursing program chair.

2. This position does not have supervisory responsibilities.

**Physical Requirements**

The School of Nursing Clinical Core Advisor must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**

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