

Job Title: Nursing Program Admission Specialist
School: School of Nursing
Reports To: Dean, School of Nursing
Salary: To be determined
Exempt/Non-Exempt: Non-Exempt
Hours / Months: 37.5 Hours / 12 Months

Revision Update:

SUMMARY: Process applications from the central application database and assist prospective students with the application process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Advise students in program completion plans and requirements for credentials and process on-line registration, with particular support for RN-BSN, ABSN and transfer populations.
2. Counsel prospective students/applicants regarding admission, financial aid, and registration.
3. Conduct registration appointments; enter courses into the College database system.
4. Develop expertise for student engagement and tracking in the Central Application System (CAS) database.
5. Prepare reports on CAS interactions and tracking, and develop expertise in the configuration and oversight of the MC SON CAS portal.
6. Maintain written documentation of all academic counseling interactions with students.
7. Able to assist with set up or facilitation of presentations for and in various settings such as parent nights in high schools or churches, community colleges, community groups, on campus informational meetings and other public audiences.
8. Communicates consistently with prospective students as they move through the admissions process.
9. Counsels prospective students regarding the initial financial aid process.
10. Process student applications; maintain current spreadsheet with confidential test data.
11. Utilize computer to do word processing, database use, spreadsheet use, PowerPoint, e-mail access, Internet use, and mail merge use to facilitate communications with students, and MC.
12. Maintains recordkeeping for confidential student health records.
13. Follow-up with prospective students and applicants with appropriate correspondence/phone calls.
14. Keep accurate records of prospective students.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

OTHER SKILLS AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to enjoy talking with the public and serving as a positive public relations representative for the College and the School of Nursing.
- Skill in the use of personal computers and related software applications.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to demonstrate thorough knowledge of: business English and arithmetic; general office methods, procedures and practices.
- Ability to plan, develop, and coordinate multiple projects.
- Ability to read and write at a level appropriate to the duties of the position.
- Ability to gather data, compile information, and prepare reports.
- Ability to demonstrate strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff and student body.
- Ability to investigate and analyze information and to draw conclusions.
- Ability to demonstrate strong organizational skills and attention to detail.
- Ability to resolve customer complaints and concerns in a professional manner that is legal and ethical.
- Ability to demonstrate excellent telephone courtesy, knowledge and experience.
- Ability to interpret, adapt and apply administrative/procedural decisions and judgments.
- Ability to develop and maintain recordkeeping systems and procedures with accuracy.
- Ability to function as a team player with excellent skills in consultation and collaboration.
- Skill in the use of personal computers and related software applications.
- Ability to read and write at a level appropriate to the duties of the position.
- Strong organizational skills and detail oriented.
- Ability to relate positively and effectively with a diverse faculty, staff, student body and the community.
- Excellent telephone courtesy knowledge and experience.
- Ability to create, compose, and edit written materials.

EDUCATION and/or EXPERIENCE: Bachelor's degree from four-year college or university; or one to two years' related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to stand; walk; sit; and requires sufficient hand, arm, and finger dexterity to operate computer keyboard, typewriter or other office equipment. Requires visual acuity to read words and numbers and speaking and hearing ability sufficient to communicate in person or over the phone. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Work normally performed in a typical interior/office work environment, with minimal exposure to health or safety hazards.

MC EMPLOYMENT STATEMENT: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.