



## **School of Nursing Job Description**

**POSITION TITLE:** Temporary Non-Student Employee, Pre-Nursing Advisor

**REPORT TO:** Nissa Haugen DNP, APRN, FNP-C, Director of Admissions and Progressions for the School of Nursing (SON)

**JOB SUMMARY:** The pre-nursing advisor is responsible to assist the SON faculty in advising pre-nursing students prior to starting Fundamentals/Level I and to work as assistant to the Director of Admissions and Progressions.

### **JOB QUALIFICATIONS:**

1. A current master's, or doctorate, nursing student here at Southern Adventist University (SAU) SON.
2. The candidate must be able to follow and promote both the SAU and SON guidelines and standards for professionalism and a Christian example.
3. The ideal candidate has completed their AS or BSN in nursing here at SAU SON.

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

1. Serve as pre-nursing advisor under the direction of the Director of Admissions and Progressions.
2. Follow Family Educational Rights and Privacy Act (FERPA)
3. Stay current with SAU/SON catalog requirements
4. Advising duties include but are not limited to:
  - a. Assisting students with registration
  - b. Giving recommendations after midterm grades
  - c. Giving GPA repair recommendations
  - d. Guiding students to meet admission requirements for the SON
  - e. Availability to advisees for both on-campus office hours and zoom appointments as needed
  - f. It is highly recommending to send advisees a weekly advising email, including information such as upcoming important dates, study tips, and reminders regarding student support services etc.
5. Assist with tours for prospective students and their families
6. Organize student files
7. Collect, organize and enter applicant data for admission cycles
8. Staff other events as needed, for example: the Main Event, local recruitment opportunities, assist first year summer advisors with nursing major requests, Preview Southern
9. Work up to but not more than 19 hours per week, pending need
10. Weekly email to Jenifer Anderson/cc Nissa Haugen with hours worked

### **Pay/Reimbursement:**

1. Starting wage is \$32 per hour worked (to be confirmed with HR as this is subject to change)
2. Additional reimbursed for educational credit hours is applied retroactively after 3 semesters of work. This rate is 1 credit hour per 100 hours worked.