Gateway Community College

Job Description

Allied Health and Nursing Advisor

Salary Level: CCP18  Date approved/revised: Revised: 6/10/2016

Position Purpose:

Gateway Community College (GCC) offers an Associate of Science Degree in Nursing. Graduates of the GCC Nursing program are eligible for the national examination for licensure for Registered Nurse (NCLEX-RN). Due to the complexity of the curriculum and high standards expected of the students to achieve the outcomes of the program, the students require unique advice and guidance on career direction, academic course selection, personal or social issues, and academic support/remediation.

The role of the Allied Health and Nursing Advisor is to provide professional guidance to students in assisting them to accomplish their career goals and achieve a successful college experience. The advisor will assist students using several modalities, including private tutoring interactions, group sessions, and workshops to promote student success.

Supervisory and Other Relationships:

The Allied Health and Nursing Advisor will function under the direction of the Nursing Division Director at Gateway Community College. The incumbent may lead faculty, support staff or student workers as assigned.

The position is required to have extensive cooperative and collaborative relationships with students, administration, faculty, staff, and with professionals in peer organizations, professional associations, regional high schools and community agencies. These relationships may involve a high degree of sensitive and confidential information. The incumbent is expected to represent the College in a positive manner.

Major Accountabilities:

The Allied Health and Nursing Advisor is accountable for development and delivery of services to support students enrolled in the Nursing Division programs through effective performance in these functional areas:

- Student tutoring/remediation;
- Student recruitment, retention, and advisement;
- Program development;
- Guidance to faculty and staff
- Program assessment
- Clinical Placements
- Simulation Instruction
Examples of Essential Duties and Accountabilities:

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. **Student tutoring and remediation**: The Allied Health and Nursing Advisor is accountable for the academic tutoring and remediation of students enrolled in the nursing program to lead to greater success of the student. The accountability includes such essential tasks as:

1. Individual tutoring sessions with students which focus on specific deficiencies;
2. Group tutoring sessions with students which may include test review on curriculum content;
3. Development, conduction, and evaluation of remediation programs for students at high risk;
4. Participation in test reviews;
5. Development of programs or workshops focusing on student success to offer during orientation sessions or the academic semester;
6. Administering, interpreting, and follow-up of student assessment/admission instruments;
7. Collection and analysis of data related to student tutor sessions, remediation programs, student retention, graduation rates and NCLEX pass rates.
8. Participate in grant related activities relative to student success strategies.

B. **Student recruitment, retention, and advisement**: The Allied Health and Nursing Advisor is accountable for contributing to the recruitment of students to meet the Nursing Division enrollment goals. The Allied Health and Nursing Advisor is accountable for advisement of prospective and enrolled students in the nursing program regarding career goals, program of study requirements, and financial and social assistance. The accountability includes such essential tasks as:

1. Organizing, designing, and conducting programs to attract student applicants to the college and enhance its public image;
2. Developing promotional and informational literature on educational opportunities in the Nursing Program at the college.
3. Meeting with prospective students to determine their career goals and advise them on appropriate courses for their goals and career preparation.
4. Advising prospective and enrolled students on academic and career opportunities.
5. Advising enrolled students on program of study requirements.
6. Administering and interpreting appropriate assessment instruments.
7. Collecting and analyzing enrollment data, assessment instruments, and retention statistics.
8. Consulting with students and providing guidance on appropriate personal and social actions, including those related to adapting to different language, financial and cultural situations;
9. Providing referrals for students in crisis to appropriate college and/or community resources.
10. Conducting freshmen student orientation sessions.
11. Participating in enrolled student advisement and maintaining student records to document compliance with program requirements for graduation audits.
C. **Program Development:** The Allied Health and Nursing Advisor is accountable for development of programs for prospective and enrolled nursing students which will assist in student preparation, retention, graduation and licensure exam pass rates. The accountability includes such essential tasks as:

1. Development of programs for new student orientation sessions which address topics such as, taking notes, reading textbooks, study strategies, test-taking strategies, stress management, life management, ethics and legal aspects of nursing.
2. Development of workshops for enrolled students based upon identified needs which promote success;
3. Collaboration with College departments in designing and offering workshops to students on relevant topics.
5. Assist in development of grant applications.

D. **Guidance to Faculty and Staff:** The Allied Health and Nursing Advisor is accountable for advising faculty and staff on appropriate actions and assistance for students requiring referral and/or remediation. The accountability includes such tasks as:

1. Interpreting and evaluating results of assessment tests and interviews to determine appropriate actions to assist the students in academic, personal, and social situations;
2. Providing guidance and recommendations to faculty and staff on strategies of optimum assistance to students;
3. Developing and providing workshops for faculty on topics related to student success.

E. **Program Assessment:** The Allied Health and Nursing Advisor is accountable for maintaining data and records that enable the college to respond appropriately to accrediting and other outside agencies. The accountability includes such tasks as:

1. Implementing and maintaining a student database for admission and assessment test scores, retention rates, graduation rates, and NCLEX pass rates.
2. Implementing and maintaining a student database for documentation of advising, tutoring, and remediation sessions.
3. Collecting and analyzing data required by accrediting agencies for program assessment.

F. **Clinical Placements:** The Allied Health and Nursing Advisor will collaborate with nursing faculty in determining and submitting clinical placement requests each semester.

1. Obtain clinical placement requests from course leaders each semester.
2. Submit clinical placement requests to clinical affiliate sites by deadline date.
3. Correspond and communicate with clinical affiliate site personnel regarding requests.
4. Inform course leaders and nursing director of approved clinical site placements.
5. Communicate clinical affiliate site requirements to faculty to ensure compliance with regulations.
G. **Simulation Instruction:** The Allied Health and Nursing Advisor will be responsible for assisting with integration of simulation instruction into the nursing curriculum.

1. Collaborate with faculty to identify appropriate simulation instruction to meet course outcomes;
2. Participate in simulation instruction;
3. Assist with scheduling of simulation instruction;

**Professional Participation and Development**

In addition to the accountabilities listed above, the Allied Health and Nursing Advisor is required to carry out the essential duties of:
- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

Any or all of these may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of expertise and competencies. In addition, the incumbent is required at all times to interact in a courteous and respectful manner with students, public and peers and to maintain complete confidentiality of student records and other materials of a confidential or sensitive manner.

**Qualifications**

Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:
- Nursing and health care;
- Psychological and social counseling techniques;
- Administration and interpretation of personality, academic, and occupational assessment instruments;
- Career and academic development;
- Program development;
- Teaching in a nursing program;
- Effective oral and written communication skills;
- Strong information technology literacy skills;
- Demonstrated ability to function in a lead or supervisory role.

These skills and abilities typically are acquired through a combination of education, training, and experience which would include a Master's degree in Nursing, with a minimum of two years of experience in higher education, training and experience which would lead to the competencies required for successful performance of the position's essential duties. The incumbent will hold current licensure as a Registered Nurse in the State of Connecticut.

**Work Environment**

Incumbents typically perform their work in offices, conference rooms, and classroom facilities where groups of students or staff may gather. The work does not normally require the exertion of significant physical effort. Incumbents are required to have a valid Connecticut driver's
license and reliable transportation as they are required to travel to schools, between campuses, community agencies and other such sites.