

Class Code:.....1209
Position#: (PSA) (E) ...
Developed by:.....
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....11/16

THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Academic Advisor / College of Nursing Online Programs
DIVISION: Academic Affairs (College of Nursing [CON])
REPORTS TO: Coordinator, CON/RN-BS Online Program
GRADE: 10
SUPERVISES: Support staff as assigned; student workers

BASIC FUNCTION:

Assist in the coordination of the online RN-BS academic advising efforts for the College of Nursing. Responsible for thorough knowledge of the curriculum, university policy, and campus resources. Provide support to the RN-BS Coordinator in the day to day administration of the RN-BS online program. Communicate effectively with the office of Enrollment Services, Information Technology Services, Office of Online Learning, Office of Admissions and external program partners. Participate in on-going training in all aspects of academic advising, including the use of technology and data management systems that support effective advising.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide academic counsel and advice to current and prospective RN online RN-BS students.

Review, evaluate, and post transfer credits for all new and continuing RN-BS students in collaboration with the RN-BS Coordinator.

Assist the RN-BS Coordinator with the day-to-day administration of the online RN-BS program.

Certify online RN-BS students for graduation, ensuring that they progress toward graduation in a timely fashion.

Provide assistance to the RN-BS Coordinator in organizing relevant college events involving current and/or prospective online RN-BS students.

Assist/advise students who may want to move to the on-campus program.

Work closely with the RN-BS Coordinator to maintain relevant statistical data on the online RN-BS program.

Attend conferences and workshops.

Maintain relevant statistical data as required.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Computers, printers, database management and spreadsheet software, student record-keeping systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree, preferably in college student personnel services, counseling or other related field; Minimum of two years of experience in academic advising in higher education (this experience may be full or part-time, and may include work performed as graduate student); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Demonstrated familiarity with online nursing baccalaureate programs; Demonstrated ability to utilize each of the following: social media; Sakai (or a similar platform); on-line advising; presentation technology and student records systems (preferably PeopleSoft); and, Demonstrated skills in data assessment.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.