



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

**School of Nursing
Wichita West Campus**

**To apply submit an employment application ([click here for application](#)),
resume, and letter of interest to: Program Chair
8428 West 13t Street N, Ste. 120, Wichita, KS 67212**

I. POSITION TITLE: Nursing Program Foundational Core Advisor

II. EMPLOYEE CLASSIFICATION: Classified

III. JOB CLASSIFICATION: Nonexempt

IV. ACCOUNTABLE/REPORTS TO: Nursing Program Chair

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: The basic workweek shall be 40 hours per week/variable plus such additional time and/or travel as is necessary to complete job assignments from time to time.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Nursing degree required as applicable to program degree

EXPERIENCE/LICENSURE: One year of clinical nursing. Current/unencumbered respective state nursing license.

PHYSICAL: Good visual acuity, good verbal communication skills, listening, writing skills, hand/eye coordination, reaching, hand-wrist finger dexterity, editing, proofreading, ability to exert force to lift and/or move objects up to 25lbs., typing, keyboarding, cleaning, balancing, filing, dialing, collating, bending over, stapling, walking, pushing, carrying, unlocking, repetitive motions, turning, opening, stooping, standing, sorting, and sitting.

SKILLS EXPECTATIONS: Must have professional oral and written communications skills. Requires strong computer and Internet skills. Also calls for flexibility, excellent interpersonal skills, excellent student communication skills, and the ability to work well with the nursing program chair and personnel. Travel required.

BACKGROUND CHECK: Must be able to pass a background check.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: The purpose of this position is to provide excellent advising to all nursing students in the nursing foundational core. Rotation of

campuses is necessary to provide office hours and availability for advising nursing students. The advisor acts as a liaison between the nursing program and campus and other matters as assigned in support of the missions of the School of Nursing and university.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

(Essential elements of the position)

- A. Function as the nursing foundational core advisor for respective nursing programs.
- B. May rotate campuses for availability to meet the SON/program needs and provide office hours for advising nursing foundational core students.
- C. Act as the liaison between the nursing program and campus to ensure communication and quality in the nursing program (ie program advertising, program changes).
- D. Maintain the nursing foundational tracker for all nursing foundational core students.
- E. Identify potential at risk students and provide contact and advising for success.
- F. Provide regularly scheduled orientation to the nursing program site for all nursing foundational core students.
- G. Guide students' completion of foundational core courses to meet application deadlines.
- H. Maintain calendar and communication with the nursing program chair.
- I. Generate reports through CampusVue, analyze and disseminate to the nursing program.
- J. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. Nursing program chair, faculty, and staff
- B. School of Nursing Dean and Associate Dean
- C. School of Nursing Executive Committee
- D. School of Nursing Project Manager/Compliance Officer
- E. Administration, faculty, staff, and students of the university
- F. Business people, clients, and customers
- G. All accreditation and regulatory bodies at the state and federal levels.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the School of Nursing and university.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

I have reviewed and comprehend the responsibilities of the nursing program foundational core advisor. Upon acceptance of the position, I acknowledge and accept these responsibilities.

Signed: _____

Date: _____