



JOB DESCRIPTION

JOB TITLE: Nursing Student Retention and Recruitment Specialist	FLSA: Exempt
Department Nursing	Date: 3/07/2022
Security Sensitive: Yes	Grade: C-42
Reports To: Director of Nursing	

Job Summary

Under the general direction of the Director of Nursing, the Nursing Student Retention and Recruitment Specialist provides support services for nursing students to promote retention and academic success. The Specialist will engage nursing students in a variety of student services and activities to ensure progression towards graduation leading to career or transfer goals. In addition, the Specialist will serve as an ambassador for the nursing programs, by spending a large percentage of time discussing academic programs to recruiting students for GC nursing programs. Travel is a requirement to attend recruitment fairs.

Essential Functions

- Acts as a liaison to at-risk nursing students whether self-identified or faculty/staff identified.
- Responds to faculty/staff submitted Early Alerts and supports nursing students in establishing goals to promote success;
- Collaborates with various Student Services areas such as Counseling, Student Disability Services, Financial Aid, and Building Bridges for Success, etc.;
- Assists faculty and staff in identifying trends and researching best practices in nursing student persistence and completion;
- Handles confidential nursing student information with tact, discretion and in compliance with FERPA regulations;
- Documents and maintains progress records of nursing students to assist faculty/staff in assessing academic progress with educational plans;
- Provides individual academic advising services to new, continuing, re-admit and transfer nursing students assisting them with enrollment choices including creating and updating academic plans;
- Collaborates with faculty/staff to determine specific nursing student needs and correlate those needs with course objectives;
- Monitors and advises students on immunization records, background checks, and American Heart Association Basic Life Support certification requirements;
- Assists disadvantaged, racially and culturally diverse first-generation prospective students to adjust to and succeed in college;
- Provide services to prospective students of the College to include college preparedness advisement, academic advising, registration in courses, transfer information, counseling and, student activities;
- Maintain current knowledge of Texas Board of Nursing and Texas Higher Education Coordinating Board rules pertaining to nursing education;
- Maintains a relationship with the instructional divisions;

- Develop forms, surveys, brochures, and record-keeping procedures;
- Coordinates and/or administers evaluative assessments;
- Represents the College and disseminates appropriate information about the College to prospective students and other interested parties;
- Maintains ongoing contact and good public relations with prospective students and staff;
- Relates to college administrators, staff and instructors on behalf of students;
- Monitors student progress and maintain student records;
- Establish timelines to execute campaigns, juggle appointments, meetings, and high school visit schedules; and
- Develops a formalized mandatory process for remediation of high-risk nursing students
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take-action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

Minimum Education, Skills and Abilities

- Registered Nursing license. Current Texas license required.
- Valid Driver's License.
- Ability to understand Galveston College nursing curriculum and relay to prospective students.
- Skill in the use of office and computer equipment and use of standard office software. Specifically, must have basic computer literacy, to include Word, Excel, PowerPoint, and email management skills.
- Demonstrate ability to develop effective working relationships, to work collaboratively and effectively with DON, faculty/staff, campus officials and nursing students of diverse backgrounds.
- Ability to work in an environment with frequent interruptions and changing tasks and priorities.
- Ability to assist, console, and manage students who may be emotional, distraught, or frustrated.
- Ability to remain calm, focused, and in control when working the nursing students who may be difficult and challenging to engage.
- Ability to follow written and verbal direction, take the initiative to seek clarity, and take action when needed.
- Ability to communicate effectively verbally and in writing.
- Ability to organize work and set priorities for accomplishing work in a timely and effective manner.
- Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.

Preferred Education, Skills and Abilities

- Flexibility with schedule changes;
- Ability to solve problems;
- Collaborate with faculty/staff to create brochures, flyers, and other marketing materials to generate interest in the nursing programs.

Work Environment

- Work primarily, but not exclusively, in a climate controlled environment with

- minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
 - Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
 - Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to work some evenings and weekends
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date