

Specialist, Senior Professional Nursing Admissions and  
Advising/Recruiting  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=230242>

Downloaded On: May. 9, 2024 11:49am

Posted Feb. 6, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Specialist, Senior Professional Nursing Admissions and Advising/Recruiting
<b>Department</b>	Admissions
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Feb. 6, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Student Affairs
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4996126">https://apptrkr.com/4996126</a>
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<b>Job Description</b>	

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**Specialist, Senior Professional Nursing Admissions and Advising/Recruiting**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

**Job Posting Title:**

Specialist, Senior Professional Nursing Admissions and Advising/Recruiting

**Job Description Summary:**

To promote, recruit and advise candidates for admission into the Professional Nursing ADN program at Austin Community College.

**Job Description:**

**Description of Duties and Tasks**

1. Maintains continued knowledge, skills, abilities, and duties identified for the Professional Nursing Program Advising/Recruiting Specialist position.
2. Creates/shares presentations and recruiting visits to provide information to prospective students on options and programs available. This includes assisting in completing admissions applications, financial aid applications, collecting/assessing transcripts, assessment and testing, orientation, advising, and registration.

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3. Utilizes and expands recruiting and advising competencies to support success of students with specialized needs (combat veterans reintegrating into the academic setting, students on the autism spectrum, deaf students, Deferred Action Childhood Arrival (DACA), ESOL/speakers of other languages, international students, students not meeting academic performance criteria, and others as identified by ACC district leadership).
4. Responsible for maintaining essential knowledge competencies and acquiring/applying recruiting/coaching skills to enhance student success.
5. Conducts follow-up interviews with students to determine if their needs have been met.
6. Proctor ATI TEAs Exams.
7. Ensures a presence at high schools in the Austin Community College (ACC) service area as assigned.
8. Attends college fairs, conducts tours, and participates in other special events to recruit prospective students to the college.
9. Advises students; explains degree plans, admissions and registration procedures, provides assessment and financial aid information, and other requirements necessary for enrollment.
10. Establishes and maintains an active role in the community in order to recruit prospective students.
11. Assists in developing recruitment and advising materials.
12. Maintains and updates records and files and submits recruiting reports as appropriate.
13. Plans and facilitates programing and workshops that promote positive adjustment of individuals to new life experiences such as transitioning to college, establishing healthy personal/professional relationships, acquiring personal effectiveness competencies (soft skills), entering the workforce, working with diverse populations, etc.
14. Promotes activities that support federal compliance with alcohol and drug prevention programs, Title IX, Clery, and Violence Against Women Acts and classes that teach students to handle conflicts without resorting to violence.
15. Identifies cases of suspected domestic abuse, self-harm/harm to others or family-related problems and encourage or directly refer students to campus-based mental health professionals and services.
16. Addresses and informs ADN Success Coaches faculty and Staff of available services for students.
17. Guides students during advising sessions regarding educational issues such as course and program selection, class scheduling, Texas Success Initiative (TSI) compliance, Academic Standard Progress, adjustment to college life, study habits, career planning, and financial wellness.
18. Supports students during advising sessions with the application, award, and administration of financial aid to ensure eligible students have access to and leverage federal and state aid for the

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completion of academic awards.

19. May mentor and/or train Professional Nursing advising specialists as assigned by Department Chair, supervisor or designee.

**Knowledge**

- \* College admission and financial aid procedures.
- \* Sales and marketing strategies and techniques.
- \* Current advising theory, trends and best practices.
- \* Understanding of and commitment to the principles and best practices associated with Student Success specifically, effective educational plan development, timely and effective academic coaching strategies, graduation and transfer processes, short-term services and activities that support program persistence and completion.
- \* Student databases, information management systems, caseload management, Family Educational Rights and Privacy Act (FERPA) and general administrative.
- \* Professional Nursing Prerequisites for both the AND program and the RN to BSN Program. and systems and the importance of cultural competence in promoting student success.
- \* College admissions and onboarding processes, program offerings and educational pathways, and managing the transition to college.

**Skills**

- \* Maintaining an established work schedule, which may include evenings and weekends.
- \* Effectively using interpersonal and communications and public speaking skills, including the use of tact and diplomacy.
- \* Effectively using organizational and planning skills.
- \* Making individual and group presentations.
- \* Effective organizational and planning skills.
- \* Interacting with persons of diverse backgrounds.
- \* Maintaining confidentiality of work-related information and materials.
- \* Mastery of basic student coaching competencies.
- \* Disseminate complex information effectively to the intended recipient.
- \* Maintain confidentiality of work-related information and materials.
- \* Establish and maintain effective working relationships that foster continued student success.
- \* Maintain collaborative working relationships with faculty, staff, student services and academic departments that foster continued student success.

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- \* Exhibit cultural competence when working with all students and other members of the college community.

**Technology Skills**

- \* Use a variety of spreadsheet, word processing, database, and presentation software.
- \* Must be proficient in google docs as well as the Microsoft Suite.
- \* Mastery of college technologies associated with student success and support.

**Required Work Experience**

- \* Two years related work experience.

**Other Preferred Qualifications**

- \* Bilingual: English - Spanish
- \* ACC Foundational Advising Competency certification.
- \* ACC Advising Coach Skills certification.

**Required Education**

- \* Bachelor's degree

**Physical Requirements**

- \* Work is performed in a standard office or similar environment.
- \* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- \* Occasional lifting of objects up to 10 pounds.

**Safety**

- \* Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

**Salary Range**

\$55,665 - \$69,582

**Number of Openings:**

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**Job Posting Close Date:**

February 19, 2024

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Specialist--Senior-Professional-Nursing-Admissions-and-Advising-Recruiting\\_R-5416](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Specialist--Senior-Professional-Nursing-Admissions-and-Advising-Recruiting_R-5416)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Admissions

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