

## Job Description

<b>Position Title</b>	<b>Graduate Advisor</b>		
<b>Business Unit</b>	Department of Nursing MSN	<b>Status:</b>	Part-time Hourly
<b>Reporting to</b>	MSN Project Director	<b>Salary Range:</b>	

<b>Background</b>	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
<b>Position</b>	<p>The Graduate Advisor will be responsible for ensuring graduate students have access to quality advising throughout their degree program. They will be expected to meet with students on a consistent basis to assist with navigation of the academic requirements for completion of a graduate degree specifically providing support and guidance on degree planning and course progression, assisting students to stay on track with educational goals and program check points. The Graduate Advisor will be responsible for all MSN graduate students and will need to be familiar with graduate-level education in nursing degree requirements. The Graduate Advisor will uphold the University's Vision and Mission in student interactions and role implementation.</p>

<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Meet with students consistently to provide feedback and guidance toward successful completion of the degree program</li> <li>• Keep precise records of a student’s academic progress, including tracking, monitoring, and documenting student decisions and interactions</li> <li>• Design and disseminate new/updated advising resources for students, faculty, and staff</li> <li>• Work with the SWAU Admissions and Enrollment staff to facilitate effective and efficient student acceptance, transfer, and financial assistance as appropriate</li> <li>• Collaborate with team members and SWAU faculty and staff for effective student persistence, retention, and timely degree completion</li> <li>• Facilitate student learning and accountability to navigate university systems, academic processes with emphasis on student empowerment to manage degree completion</li> <li>• Research, recommend, or create best practices for graduate-level advising</li> <li>• Collaborate with healthcare institutions and assist the Clinical Coordinator to facilitate student completion of Clinical and Professional Immersion hours</li> <li>• Be involved in acquisition of additional funding to support student success &amp; completion</li> <li>• Be involved as appropriate in outreach efforts to support program enrollment and persistence</li> <li>• Develop and maintain MSN Graduate Nursing Program Handbook</li> <li>• Other duties as requested or envisioned related to primary role</li> </ul>
<p><b>Knowledge, Skills &amp; Abilities</b></p>	<ul style="list-style-type: none"> <li>• Proficient and effective communication skills</li> <li>• Maintain a high degree of professionalism</li> <li>• Demonstrate skills in time management, prioritization, and flexibility</li> <li>• Demonstrate a high commitment to quality, while able to handle a varied caseload</li> <li>• Effectively uses and learns new technology and applications with adaptability for changing technology and best practice e.g. database software (such as Excel, Google Sheets, etc.)</li> <li>• Ability to work with a diverse group of students of different ages</li> <li>• Meet best practices and National Standards for Academic Advising</li> <li>• Understands and meets FERPA requirements</li> </ul>
<p><b>Requirements</b></p>	<p>Master’s degree in related field (Nursing preferred)</p> <p>Preferred: Two years in experience in student affairs, teaching, academic advising or related field. Previous experience in student-focused, higher education environment highly desired.</p>

***This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.***

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.