

Security Sensitive:	Grade:
Reports To:	

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

-identified or faculty/staff

identified.

Responds to faculty/staff submitted Early Alerts and supports nursing students in

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

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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 tasks.