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| <b>Job Title</b>      | Pre-Nursing Program Aide          |
| <b>PVN ID</b>         | HC-1612-001524                    |
| <b>Category</b>       | Administrative Services           |
| <b>Location</b>       | HUNTER COLLEGE                    |
| <b>Department</b>     | Hunter-Bellevue School of Nursing |
| <b>Status</b>         | Full Time                         |
| <b>Annual Salary</b>  | \$35,000.00 - \$40,000.00         |
| <b>Hour(s) a Week</b> | 35                                |
| <b>Closing Date</b>   | Feb 02, 2017 (Or Until Filled)    |

## General Description

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*Career Opportunity*

*Hunter-Bellevue School of Nursing*

*Division of Pre-Health Academic Advising*

*RF Title - Program Aide*

**General Description:**

Major responsibilities include: providing support and conducting student recruitment activities; counseling & supporting potential and admitted students; providing support for admissions process.

**Authorization:**

Cover letter and resume to:

Maria Luisa Mendoza

Coordinator of Student & Alumni Activities and Community Outreach

maria.mendoza@hunter.cuny.edu

## Other Duties

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**Other Duties/Position Components:**

- Monitor students' education progress for admissions to the Hunter-Bellevue School of Nursing
- Advises and assists with development of course plan for first year, Registered Nurses and second-degree students interested in the Hunter-Bellevue School of Nursing undergraduate programs; familiarizes prospective nursing students with admission policies related to the Hunter-Bellevue School of Nursing programs.
- In collaboration with the Coordinator of Student & Alumni Activities and Community Outreach, develops and evaluates an advisement plan for lower division students interested in the Hunter-Bellevue School of Nursing undergraduate programs.
- Provides support to the Coordinator of Student & Alumni Activities and Community Outreach with the School of Nursing and Advising Services for undergraduate freshmen and transfer orientations. Also, assists in serving as liaison with the Hunter College Admissions Office, Hunter College Advising Services, and the Hunter College Welcome Center.
- Assists the Coordinator of Student & Alumni Activities and Community Outreach with initial admission screening of nursing undergraduate students; in support of the Coordinator of Student & Alumni Activities and Community Outreach works closely with the School of Nursing Director of Undergraduate Programs, as well as the Program Coordinators as appropriate in the admissions process.
- In conjunction with the Coordinator of Student & Alumni Activities and Community Outreach, coordinates student recruitment and provides support for undergraduate student recruitment.
- Attends selected college-wide recruitment events on behalf of the School of Nursing.
- Recruits, supervises and works closely with Nursing Student Ambassadors, supervises work-study students assisting with recruitment activities for the Hunter-Bellevue School of Nursing.
- In collaboration with the Coordinator of Student & Alumni Activities and Community Outreach, coordinates the development of a budget for the Hunter-Bellevue School of Nursing recruitment activities; tracks recruitment budget expenditures.
- Communicates with potential nursing students interested in undergraduate Hunter-Bellevue School of Nursing programs via e-mail, telephone or in-person, collects data and forwards student information about appropriate program as follow-up.
- Assists Coordinator of Student & Alumni Activities and Community Outreach in developing and maintaining a supply of program recruitment materials; advertises and dispenses to interested individuals.
- Other related duties as assigned

## Qualifications

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### **Core Competencies/Qualifications:**

Baccalaureate degree and two years of related experience required. Computer, writing skills and excellent interpersonal skills necessary.