The Assessment, Remediation and Retention Grant provides funding to reduce attrition and provide services to improve student success. The grant requires the coordination of a comprehensive system of early identification of “at risk” students, and ongoing support and mentoring in the areas of academic success, professionalism and accountability. The goal of this grant-funded position is to identify the resources necessary to assist students in successfully completing their educational plan. The Nursing Student Success Advisor (SSA) assists with monitoring and follow-up of students throughout the nursing program to increase retention and assist with student success. The SSA will provide support to the nursing student population under the direction of the Director of Nursing. The SSA makes initial contact with potential nursing students prior to admission to the nursing program, and continues follow-up through the nursing alumni association.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinate and present at quarterly informational workshops for students on Nursing and Allied Health professions, helping to organize New Student Orientation and presenting to new students on the Student Success program.
- Meet with all first semester students, conduct a skills assessment, and create an individualized plan for each student to increase student success.
- Provide on-going monitoring of student progress and partner with students who are at-risk and faculty to set goals that help the students overcome challenges.
- Participate in faculty meetings and collaborate with other staff to achieve the objectives of the work plan.
- Moderate focus groups, organize high school tours, facilitate mentoring program, and network with RN-BSN/RN-MSN programs and employers for students.
- Help organize job fairs, alumni activities and other activities as needed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated knowledge of health professions careers and career pathway program objectives.
- Ability to support students in developing educational plans and ability to advise students about health career opportunities
- Ability to utilize knowledge of trends and best practices for working with nursing students.
- Ability to work independently with minimal direction as well as work effectively with a variety of departments and educational institutions.
- Effectively manage and prioritize multiple, concurrent project tasks.
- Demonstrate strong oral and written communication skills.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, sexual orientation, disability and ethnic backgrounds of students.

**DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**
Associate Degree in Nursing. Preferred Bachelor’s Degree in Nursing.

**WORKING CONDITIONS:**
ENVIRONMENT: This position requires travel in the employee’s personal vehicle to various locations. Off-site travel includes regularly-scheduled visits to partner high schools, as well as occasional visits to high school campuses throughout San Diego County.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

**COMPENSATION:**
This position is expected to be full-time (12-months) and includes full-time benefits. Based on experience, the starting annual salary range is $57,252 (42-A) - $60,540 (42-B) per year.

**APPLICATION PROCESS**
You may obtain the job opening notice at [http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html](http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html). The position will be open until filled. To apply you must submit a cover letter and a resume in a single e-mail to: Auxiliary.Jobs@gcccd.edu. In the cover letter, highlight your qualifications for this position and length of service in relevant positions.