

**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
July 8, 2014**

NURSING ADMISSIONS SPECIALIST

Open To: The Public
Location: 39 Woodland Street, Hartford, CT
Hours: Full-Time, 40 hours/week
Salary Group/Class: Administrator 2 (\$63,517 - \$83,021 based on experience & training)

Closing Date: July 29, 2014-Revised

The Connecticut State College and University System (CSCU) invites applicants who possess energy, insight, and engaging interpersonal abilities for the position of Nursing Admissions Specialist. The position, located at the System Office of the Connecticut State Colleges and Universities of the BOR, is responsible for the management and support of the centralized nursing admission system for the Connecticut Community College Nursing Program (CT-CCNP). The Nursing Admissions Specialist serves as the primary contact for Directors of Admission and admission staff for CT Community Colleges with nursing programs, and for those that do not have nursing programs but serve potential nursing program applicants.

Supervisory and Other Relationships

The Nursing Admissions Specialist reports to the Director of System Nursing Curricular Operations (DSNCO) who reports to the Provost and Senior Vice President for Academic and Student Affairs. The individual works in collaboration with the CT-CCNP Nursing Director's Council. The individual may also supervise or lead support staff.

The position requires extensive interactions with system and college admission office administrators and admission representatives, in addition to other College administrators and staff. In this role, the incumbent must maintain a high degree of courtesy, cooperation, and respect for confidential information, and a genuine interest in assisting others. The incumbent is expected to represent the system in a positive manner and to collaborate with college admissions and nursing departments.

Essential Duties and Major Accountabilities

The key areas of accountability listed below represent the output requirements of this position. Requirements may vary depending on the complexity of assigned functions. These outputs are to be timely, accurate, cost efficient and effective in meeting the information management needs of the Office of the Provost and Senior Vice President for Academic and Student Affairs and the system.

Administration: The Nursing Admissions Specialist is responsible for a variety of activities associated with the development, implementation, maintenance, and support of the centralized nursing admissions system including the research and development of policies and procedures for the consistent implementation and administration of admissions services.

Banner Support: Responsible for identifying and resolving related policy and system issues/problems, enhancements, improvements, and testing, as well as preparing user documentation and updates, and conducting or coordinating end user training of the Banner and N Entity systems.

Leadership: Key contact for the: management and oversight of the CT-CCNP centralized nursing application, nursing admission database, selection process, and applicant notification systems and processes providing leadership, support, guidance and direction to college admissions offices in all areas of the nursing centralized admissions administration. Serve as chairperson of the CT-CCNP Admissions Committee.

Liaison: Liaison on behalf of the System Office to CSCU institutions, IT staff, Banner support team and institutional research in matters regarding nursing student admissions and for the effective and efficient management of CT-CCNP nursing admissions.

Training and Development: Responsible for providing technical support, training and informational materials to college admissions staff in the use of the centralized admission process and automated information systems.

Outcomes Assessment: Responsible for collecting, compiling, and analyzing data related to nursing program outcomes assessment from colleges, surveys, and professional testing partners/companies. Creates and maintains various datasets in collaboration with management and research groups.

Transfer Articulation: Works with the DSNCO to collaborate with the System Administrator on establishing and maintaining transfer articulation pathways, documents, and information for graduates and community members from both within and outside of BOR institutions.

Professional Participation and Development

In addition to the accountabilities listed above, the Nursing Admissions Specialist is required to perform a full range of independent professional activities and participate in ongoing professional development, such as:

- Planning and carrying out work assignments using professional judgment within established policies and broadly defined procedures.
- Informing supervisor of major initiatives and progress on projects and problems.
- Serving on assigned committees and task forces;
- Attending and participating at committee, staff, informational and professional meetings.
- Maintain currency in the position's required fields of professional expertise and competencies, including technology and other bodies of knowledge required for job proficiency.
- Maintain strict confidentiality of records and other materials or information of a confidential nature.

Qualifications

- Demonstrated knowledge of student information systems which generally are accepted by the higher education field, such as Banner;
- Demonstrated knowledge of common admission practices;
- Demonstrated advanced knowledge of computerized and manual systems for collecting, preserving and reporting student and staff information;
- Exceptional information technology literacy skills with a thorough understanding and functional use of Microsoft Excel, Word and PowerPoint as well as query and reporting tools such as Access and Crystal;
- Demonstrated ability to interact favorably, effectively and efficiently with system and college administrators and staff;
- Strong interpersonal skills with a demonstrated ability to communicate effectively both verbally and in writing in a collegial environment;
- Proven leadership in higher education.

These skills and abilities are typically acquired through a combination of education, training and experience which includes a Bachelor's degree in an appropriately related field, together with five (5) years of related experience, or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Preferred Qualifications

Experience in community college education and a Master's degree in a related field of study. Familiarity with nursing educational pathways, entry and exit points in addition to employment opportunities for graduates.

Work Environment

Incumbents perform most of their work in office settings using personal computers and related equipment. Travel is required to college campuses and for attendance at regional or central meetings and conferences.

Application Procedure

Applications must be submitted electronically to jobs@ct.edu and must be received no later than **July 18, 2014**. Please reference "**Search #14-027**" on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) a BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) a cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

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