

Job Description

Position Title	Graduate Advisor		
Business Unit	Department of Nursing (MSN)	Status:	Part-time Hourly
Reporting to	MSN Project Director	Salary Range:	

Background	<u>University Overview</u> 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. <u>University Vision</u> 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 <u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."
Position	The Graduate Advisor plays a pivotal role in ensuring graduate students have access to quality advising throughout their degree program, to include guiding MSN Nursing Education students through the preparation and successful launch of their Direct Care and Practical Immersion clinical experience hours. The Graduate Advisor provides individualized academic and professional mentorship, supporting reflective growth and self agency, and ensuring that students are well-prepared to transition from didactic learning to applied practice. Through ongoing communication, planning, and reflective evaluation, the advisor helps students integrate theory into practice, align clinical objectives with program outcomes, and develop the confidence and competence required for the Nurse Educator role 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, upholding the University's Mission, Vision, and Values in student interactions and role implementation.

Responsibilities	• Meet with students consistently to provide feedback and guidance for successful navigation of academic requirements and course progression for timely degree completion. • Facilitate student learning and accountability to navigate university systems and academic processes with emphasis on student empowerment to manage degree completion. • Keep precise records of a student's academic progress, including tracking, monitoring, and documenting student decisions and interactions. • Design and disseminate new/updated advising resources for students, faculty, and staff • Work with the SWAU Admissions and Enrollment staff to facilitate effective and efficient student acceptance, transfer, and financial assistance as appropriate • Collaborate with team members and SWAU faculty and staff for effective student persistence, retention, and timely degree completion • Research, recommend, or create best practices for graduate-level advising • Provide structured guidance during course selection, practicum planning, and preceptor placement. • Collaborate with the Clinical Coordinator, healthcare institutions, and Graduate Success Coach, to assist in coordinating and monitoring the student's progress toward the successful completion of all clinical experience, immersion hours, and teaching requirements outlined in the MSN Education curriculum. • Engage in ongoing collaboration with faculty to ensure consistent application of program expectations, academic integrity, and student accountability. • Update and maintain MSN Graduate Nursing Program Handbook • Provide encouragement and feedback that promote both professional and spiritual growth in alignment with SWAU's mission of <i>inspiring knowledge, faith, and service in Christ-centered education</i>. • Be involved as appropriate in outreach efforts to support program enrollment and persistence • Be involved in acquisition of additional funding to support student success & completion. • Other duties as requested or envisioned related to primary role.
Knowledge, Skills & Abilities	• Proficient and effective communication skills • Maintain a high degree of professionalism • Demonstrate skills in time management, prioritization, and flexibility • Demonstrate a high commitment to quality, while able to handle a varied caseload • 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.) • Ability to work with a diverse group of students • Meet best practices and National Standards for Academic Advising • Understands and meets FERPA requirements

Requirements	Master's degree in nursing (minimum) Currency in health care-associated nursing practice. Preferred: Two years in experience in student affairs, teaching, academic advising or related field. Previous experience in student-focused, higher education environment highly desired.
<i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i> 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.	