



Position Announcement

Job Description and Specifications

Title:	Student Success Advisor, Practical Nursing
Classification:	Non - Exempt
Direct supervision received from:	TCATN – Coordinator Allied Health
Functional supervision received from:	TCATN –President
Office Location(s):	Nashville
Hours:	Monday-Thursday, 37.5 hours

POSITION SUMMARY

This position is responsible for providing program advising and holistic support for identified students specifically pursuing a diploma in the Practical Nursing program.

ESSENTIAL JOB FUNCTIONS/JOB DUTIES AND RESPONSIBILITIES

- Provides advising for the Practical Nursing program at the TCAT Nashville main campus.
- Builds relationships with assigned students to help them achieve their identified goals and objectives as they apply to and are enrolled in the Practical Nursing program.
- Reviews student progress, including tracking and maintaining records of student conversations and use of recommended academic support service referrals and opportunity programs.
- Assists selected students in identifying factors that contribute to a lack of academic progress, helps students examine alternatives and applies appropriate retention strategies to support students' efforts.
- Strategizes with faculty and staff as needed to improve and/or support student success.
- Supports and participates in annual recruitment and enrollment of new students by providing pre-advising and/or career advising for selected programs, coordinates campus events for potential allied health students and participates in other promotional/recruitment activities.
- Utilizes Banner student records system and be able to function within a computerized office environment.

REQUIRED QUALIFICATIONS

Associate's degree with at least two years' experience working in an allied health setting;

OR



Bachelor's degree in allied health field, education, higher education or closely related field with or without direct work experience in a higher education setting with a diverse student body delivering direct support/services to students.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited institution
- Prior work experience within Allied Health OR Higher Education
- Prior academic advising or student coaching experience

KNOWLEDGE, SKILLS AND ABILITIES

Ability to develop a comprehensive understanding of the Practical Nursing program offered at TCAT Nashville, including application requirements, courses of study and clinical experience expectations. Knowledge of current ideas, research and practices pertaining to the areas of responsibility. Ability to manage a caseload system of advising. Effective oral and written communication skills. Ability to maintain confidentiality and appropriately handle sensitive information. Strong organizational skills, including the ability to manage competing tasks and priorities while maintaining complete and accurate records. Proficient Microsoft Office and database management skills. Ability to build effective working relationship at all levels across the organization. Ability to work effectively with a wide range of constituencies in a diverse community.

Rate of Pay: \$36,000 — \$45,000 depending on experience

Special Instructions to Applicants: Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.

APPLICATION DEADLINE: Screening of applicants will begin immediately and continue until position is filled.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and **TCATN** application to:

Tennessee College of Applied Technology Nashville
ATTN: Human Resources
100 White Bridge Road
Nashville, TN 37209

TCAT Nashville Application: [TCAT Employment Application \(Revised 11-2019\).pdf \(tcatnashville.edu\)](#)

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melanie Buchanan, Vice President, melanie.buchanan@tcatnashville.edu, 615-425-5570.