

School of Nursing Vacancy Announcement

UNIVERSITY OF NORTHERN COLORADO

Position Title: School of Nursing Academic Advisor **Position Number:** E99505

Job Summary:

This position works within the School of Nursing and in collaboration with the Office of Academic Support and Advising to provide intensive advising to the university's students interested in or declared as pre-nursing or first semester transfer students, or other students considered "in transition." In addition, this individual participates in recruitment activities for UNC students, transfers and high schools. This position works closely with the nursing faculty and administration to ensure that students are able to make a smooth transition into their desired program of study or alternative programs.

Minimum Qualifications:

This position requires an Associate's degree or greater and experience or educational preparation for an academic advisor role.

Preferred Qualifications:

Preference will be given to applicants with educational preparation in academic advising or other educational/psychology training, knowledge of advising/counseling, experience in a university/college setting, experience with a busy work environment, and evidence of working well with people.

Salary and Benefits:

Salary is commensurate with qualifications and experience. Benefits available include health, life, and dental insurance, as well as a selection of several defined contribution retirement programs. Dependents and spouses of UNC employees who are employed as 0.5 FTE or above are entitled to and eligible for Dependent Tuition Grants. These tuition grants will cover in-state tuition charges. Further requirements may exist. Other benefits may be available based on position. Opportunities for summer instruction may be available.

Requested Start Date:

June 1, 2010

Application Materials, Contact, and Application Deadline:

Screening of applications will begin on May 24, 2010 and will continue until the position is filled. Interested persons should apply online at <https://careers.unco.edu> and select "View/Apply for Professional Administrative Staff Positions" then choose "School of Nursing Academic Advisor." Application documents to be submitted online are a resume or *curriculum vitae* and the names and contact information of at least three references. In addition to the material provided online, please send unofficial or official copies of college transcripts to: Dr. Kathy LaSala, Director School of Nursing, University of Northern Colorado, Campus Box 125, 501 20th Street, Greeley, CO 80639.

Additional Requirements:

Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made. The successful candidate must submit original transcripts within one (1) month of hire.

Location and Environment:

The University of Northern Colorado is a Doctoral/Research University enrolling 12,000+ graduate and undergraduate students. The university, founded in 1889, is located in Greeley, Colorado, which has a growing population of 80,000 and is situated an hour north of Denver and 30 miles east of the Rocky Mountains. Further information about UNC and the City of Greeley is available at <http://www.unco.edu>.

Additional Information:

This position is contingent on funding from the Colorado State Legislature, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado. Federal regulations require that the University retain all documents submitted by applicants. Materials will not be returned or copied for applicants.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status. For more information or issues of equity or fairness or claims of discrimination contact the UNC AA/EEO/Title IX Officer at UNC Human Resource Services, Campus Box 54, Carter Hall 2002, Greeley, CO 80639, or call 970-351-2718.