Michigan State University College of Nursing invites applications for the position of Specialist-Advisor. This is an annual year, continuing position.

The Specialist-Advisor position in the College of Nursing is responsible for student recruitment (including on- and off-campus events), academic advising, admissions, orientation, progression, degree certification, and special program facilitation for the Accelerated Second Degree and Registered Nurse to BSN programs. In fulfilling these responsibilities, the Specialist-Advisor will collaborate with College of Nursing faculty and staff, program coordinators, academic administrators, College-based committees, and off-campus partners. Travel is required.

Position Requirements:
- Master’s degree in Student Affairs, Higher Education or related field
- One year of academic advising and/or recruiting experience in an institution of higher education
- Considerable knowledge of student academic policies, procedures, and advising
- Excellent interpersonal and communication skills (both verbal and written) with experience in public speaking
- Strong organizational and time management skills
- Ability and desire to work in a team environment
- Strong knowledge and ability to use programs in the Microsoft Office Suite

MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

Michigan State University is a land-grant university with a major focus on community engagement in the United States and throughout the world. The College of Nursing at Michigan State University is a growing community of scholars, teachers and practitioners with a full array of academic programs at the undergraduate, master’s, and PhD levels. There are excellent academic and student support operations and an outstanding Center for Nursing Research, Scholarship & Innovation (CNRSI) that provides support in all aspects of research and scholarly roles.

The College is located in mid-Michigan in East Lansing on the Michigan State University campus. The East Lansing community offers a high quality of life and is close to recreational areas, sporting events and artistic performances and exhibits and a vibrant university life.

To apply please access the University Human Resources website at www.jobs.msu.edu. Address letter of interest, curriculum vitae and three references to: Dr. Anne Thomas, Associate Dean for Academic Affairs

Salary commensurate with experience. Review of applications will begin immediately and continue until the position is filled.

For information on becoming a Spartan call (800) 605-6424, email nurse@hc.msu.edu or visit nursing.msu.edu