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 admission, orientation, progression, degree certification, event planning and academic advising for designated programs in the College of Nursing. In addition, the Specialist-Advisor will be responsible for representing the College of Nursing at in and out of state recruitment events in order to meet the College’s enrollment goals. In fulfilling these responsibilities, the advisor will collaborate with College faculty and staff, program Directors and other administrators, College standing and ad hoc committees. The successful candidate will possess excellent communication skills (both verbal and written); have experience utilizing technology including online student information/database systems (SIS, Degree Navigator, ESAF); understand, interpret, and implement academic policies and procedures at the College and University levels; have the ability to function well independently and as a member of the Student Support Services team; and have the ability to positively represent the College of Nursing at on and off campus events and functions. Some travel required.

Position Requirements:
- Master’s degree in Student Personnel or Higher Education or related field;
- One year of advising/student services experience;
- Considerable knowledge of student academic policies, procedures and advising;
- Understanding of the University structure and the curricular options available to MSU students;
- Excellent organization, interpersonal, and verbal/written/presentation skills

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 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: College of Nursing Dean’s Office.

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