**Admissions Advisor**

* Saint Louis, MO
* Education
* **Regular/Temporary:** Regular
* **Job Grade:** E30
* **Shift:** Day
* 1207338
* **Employment Status:** Full Time

**Job Description**

**More Information:**

With a legacy beginning in 1902, Goldfarb School of Nursing at Barnes-Jewish College has a strong tradition of educating health care professionals.

Goldfarb School of Nursing is located on the Washington University Medical Campus in St. Louis and is affiliated with Barnes-Jewish Hospital, with a second site at Missouri Baptist Medical Center. Goldfarb is a private nursing college that enrolls over 650 students in its baccalaureate, masters and doctoral degree programs. Goldfarb has nationally recognized educational facilities with state-of-the-art classrooms, lecture halls and sophisticated Clinical Simulation Institute labs with patient simulation manikins and exam rooms that provide high-tech, advanced nursing care experiences.

Goldfarb School of Nursing at Barnes-Jewish College is accredited by the Higher Learning Commission (HLC), the Commission on Collegiate Nursing Education (CCNE) and is approved by the Missouri State Board of Nursing and Higher Education Commission.

To learn more about Goldfarb School of Nursing at Barnes-Jewish College, visit [BarnesJewishCollege.edu](http://barnesjewishcollege.edu/)

Manages student enrollment. Assists with the development and maintenance of programs to support enrollment. Analyzes admissions data to develop future enrollment strategies. Identifies and may lead enrollment initiatives. Analyzes admissions and financial aid data to develop future enrollment strategies. Ensures compliance with all associated policies, rules and regulations.

**Overview**

**Role Purpose**

Provides admission and program information to prospective students and evaluates their academic preparation by conducting extensive file reviews to ensure that the College attracts academically talented and diverse students into the nursing programs.

**Responsibilities**

 Provides career and academic advisement to meet prospective student needs and to attract an academically talented and diverse pool of students.

 Evaluates prospective student files and credentials for admission via transcript and documentation review.

 Maintains ongoing communication with prospective students to mentor them through the admissions process

 Plans, develops and implements strategic recruitment events and conducts campus tours.

 Complies with all appropriate college, local, state and federal policies related to admissions.

**Minimum Requirements**

**Degree**

 Bachelor's Degree- Related field of study

**Experience**

 2-5 years

**Supervisor Experience**

 No Experience

**Preferred Requirements and Additional Job Information**

**Degree**

 Master's Degree- Education/related

**Benefits Statement**

Note: not all benefits apply to all openings

-  Comprehensive medical, dental, life insurance, and disability plan options
-  Pension Plan\*/403(b) Plan
-  401(k) plan
-  Tuition Assistance
-  Health Care and Dependent Care Reimbursement Accounts
-  On-Site Fitness Center (depending on location)
-  Paid Time Off Program for vacation, holiday and sick time

\*Pension does not apply to Memorial Hospital, Memorial Hospital East, Alton Memorial or Parkland Health Center

**Legal Statement**

The above information on this description has been designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job.

Equal Opportunity Employer