



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

www.idfpr.com

**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Secretary

**CECILIA ABUNDIS**  
Director

### OPEN NURSING FACULTY POSITION POSTING

|   |  |
|---|--|
| <b>NAME OF EDUCATIONAL INSTITUTION:</b>                                 | <b>Illinois Central College</b>  |
| <b>POSITION:</b>  | <b>Full-Time Student Success Navigator-Nursing</b>   |
| <b>Is this a chief nursing officer or director of nursing position?</b> | <b>No – please continue with remainder of the form</b><br>Yes-upon completion of the form you must contact DPR Nursing Coordinator, Michele Bromberg, MSN, RN: <a href="mailto:michele.bromberg@illinois.gov">michele.bromberg@illinois.gov</a>  |
| <b>RESPONSIBILITIES:</b>  | <p><i>This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ol style="list-style-type: none"> <li>1. Facilitate Student Learning.</li> <li>2. Build a positive mentoring relationship with students and work with and instruct them to resolve issues that impede their academic success.</li> <li>3. Meet and communicate regularly in person, by phone or virtually with students to provide information, resources and support as they progress through college.</li> <li>4. Monitor student progress toward goals and proactively advise and assist students to problem solve issues that may be barriers toward achieving academic goals, persistence, attendance, and completion.</li> <li>5. Collaborate with faculty to develop or enhance student success strategies and utilize current evidence-based research to achieve program learning outcomes.</li> <li>6. Collaborate with faculty to identify at-risk students using Early Identification Assessment Program (EIAP).</li> <li>7. Provide targeted outreach and hold meetings (including remote/online) with students flagged from Early Identification Assessment Program (EIAP) or are identified at-risk for retention.</li> <li>8. Establish an academic success plan for at-risk students which identifies needs and provides support. Plans include, but are not limited to: Goal setting, GPA, recovery, study skills, test anxiety and stress management skills, time management, and connecting students to helpful resources.</li> <li>9. Assist students with obtaining needed wrap-around services such as financial aid, WEI, WIOA, TRIO, childcare services, counseling, access services, tutoring, and any other support services that will enhance student success and reduce barriers.</li> <li>10. Provide students with success strategies to strengthen time management skills, study skills, content review, clinical skills, and reduce test anxiety.</li> <li>11. Assist faculty success coaches and other support staff to develop and deploy student support, communication strategies and opportunities to empower students to communicate their needs.</li> <li>12. Collaborate with faculty to support students in need on all aspects of testing, evaluation and remediation.</li> <li>13. Develop materials and conduct workshops, classroom presentations and coordinate events to increase student success, retention, and persistence.</li> <li>14. Remediate students who need extra assistance in lecture or clinical on an individual or group basis.</li> </ol> |

|   |   |
|---|---|
|   | <ol style="list-style-type: none"> <li>15. Schedule and post remediation times conducive to class, lab, and clinical schedules.</li> <li>16. Assist faculty success coaches with the development and implementation of student improvement plans.</li> <li>17. Maintain accurate documentation on students' needs, remediation plans, progress, and success.</li> <li>18. Maintain current knowledge of the NCLEX-RN and NCLEX-PN exams, as well as current knowledge of course materials and academic policies.</li> <li>19. Coach students in test taking skills and strategies for preparation for course exams, standardized exams, and NCLEX Next Gen.</li> <li>20. Assist Associate Dean with coordination of nursing program's admission orientation sessions, A2 testing and remediation process, nursing student orientation days, and HESI testing and remediation process throughout the nursing program.</li> <li>21. Assist faculty and students with the review of HESI test scores and advise students with remediation, as needed per nursing program handbook policy.</li> <li>22. Collect, aggregate and analyze A2 and HESI assessment data each semester, and provide program reports.</li> <li>23. Maintain and update HESI testing and remediation plan in collaboration with Associate Dean and faculty.</li> <li>24. Assist Associate Dean in development and revisions of the nursing student success canvas site.</li> <li>25. Attend nursing program meetings and professional development trainings as required.</li> <li>26. Perform related duties as required</li> </ol> |
| <p><b>MINIMUM QUALIFICATIONS:</b></p>   | <p><i>The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.</i></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in Nursing.</li> <li>2. Three (3) years of academic teaching experience in Nursing or Tutoring Nursing Students or Advising Nursing Students.</li> <li>3. Strong computer skills and proficient in Microsoft Office Suite.</li> <li>4. Strong Problem-Solving skills.</li> <li>5. Strong verbal and written communication skills.</li> <li>6. Strong interpersonal skills, including the ability to establish and maintain cooperative and professional working relationships with others.</li> </ol>   |
| <p><b>PREFERRED QUALIFICATIONS:</b></p> | <ol style="list-style-type: none"> <li>1. Master's or higher degree in Nursing.</li> <li>2. Experience advising, coaching, or similarly working with students.</li> <li>3. Experience working at a Community College.</li> </ol>  |
| <p><b>TO APPLY:</b></p>                 | <p><a href="https://www.schooljobs.com/careers/illinoiscc/jobs/3843655/student-success-navigator-nursing?page=2&amp;pagetype=jobOpportunitiesJobs">https://www.schooljobs.com/careers/illinoiscc/jobs/3843655/student-success-navigator-nursing?page=2&amp;pagetype=jobOpportunitiesJobs</a></p>  |