

Enrollment Advisor
Lawrence Memorial School of Nursing, Medford, MA
Full-time – day shift

Lawrence Memorial/Regis College is looking for a full-time Enrollment Advisor.

Under the direction of the Director, Student and Alumni Services, the Enrollment Advisor (EA) is responsible for advising and enrolling accepted students in all courses for both the Nursing and Radiography programs, insuring that all required prerequisite courses are completed. This position posts all student grades and verifies and approves courses for transfer from other institutions. Together with the Registrar, Weston campus, establishes course sections to insure adequate classes and schedules for associate degree students for all non-nursing and non-radiography courses.

The Enrollment Advisor verifies that graduation requirements are met and generates all transcripts. The EA provides and submits enrollment data for required federal, state and Systematic Plan for Evaluation reports and is responsible for the computerization and maintenance of all records related to students and graduates. This position is also responsible for registration of students in various certificate programs supporting the MelroseWakefield Health System. The Enrollment Advisor coordinates student events including: Pinning Ceremonies and Orientation activities and also acts as the advisor to the Student Organization.

Position Requirements:

- Bachelor's required; Master's Degree preferred.
- Requires one to three years of higher education full-time employment.
- Prior academic advising or enrollment counseling experience in college or university preferred.
- Excellent customer service, communication and organizational skills and computer competency.

Lawrence Memorial/Regis College (LM/RC), located in Medford, MA on the Lawrence Memorial Hospital campus, offers fully accredited nursing and radiography programs. As part of the Regis College School of Nursing, Science and Health Professions, the LM/RC Nursing Program recognized by the National League for Nursing for third consecutive designation as a Center of Excellence in Nursing for Creating Environments that Enhance Student Learning and Professional Development.

For more information about our Programs, please visit: <https://lmregis.org/>