



North Central State
COLLEGE

Position Announcement

Posted: July 20, 2017

Academic Advisor Part-Time

*Mon., Tues., Thurs., 10 am – 5 pm
Wed., 9 am – 5 pm*

North Central State College is accepting resumes for part-time Academic Advisor in the Student Success Center. Position will provide direct services to students related to academic advising, planning, study skills, etc.

Essential duties/responsibilities include but are not limited to the following:

Advising/Registration

- Provide direct services to all new, incoming students related to academic planning, orientation and registration.
- Maintain accurate records and documentation of services provided.
- Document COMPASS assessment, student interaction (e.g. phone, letter, or direct contact).
- Meet with and contact “at-risk” students throughout the semester to discuss goals and steps to attainment, study techniques, resources, etc.
- Utilize intrusive advising techniques with all advisees to monitor student progression.
- Provide follow-up on faculty STAR notices (academic alerts) with students, advise and report as necessary.
- Handle faculty Early Alerts with students, advise and report as necessary.
- Participate in College Student Inventory (CSI) advising each semester.
- Assist with setting up appointments for, delivering, and interpreting various forms of new student assessments.
- Direct students to appropriate resources in the College and community.
- Act as a liaison between the student and faculty advisor, staff, and administration.
- Provide developmental (holistic), continuous advising to “at-risk” students; TAA and WIA; probationary, undeclared.
- Perform other duties as assigned.

Department Support

- Responsible for assisting at Front desk, welcoming students, answering phones, making appointments, directing students.
- Participate on College committees, as designated.
- Participate in professional development workshops and conferences and training in order to keep current with College policies, procedures, and advising.
- Attend Student Success staff meetings and other meetings within the College, as deemed necessary.
- Make presentations to various groups, as needed.
- Perform other duties as assigned.

Qualifications:

Education: Bachelor’s degree in Education, Psychology, Social Work, student development, student services, higher education leadership or related. A master’s degree in Education, Psychology, Social Work, student development, student services, higher education leadership or related preferred.

Experience: Advising or training in academic advising, career counseling or related preferred.

Please express your interest in this position by submitting a letter of application and resume to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: www.ncstatecollege.edu. Click on *Info For* then *Job Seekers*

Resumes will be reviewed beginning 8/3/17 and until filled.