



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

POSITION: **Academic Advisor – Transfer**
CCP 16 (12 Month, Full-Time, 35 hours per week, Tenure-Track Position)

ANTICIPATED STARTING DATE: June 2015

QUALIFICATIONS: A Bachelor’s degree in a field closely related to this position’s specialty along with at least one year of advising and counseling experience in an academic setting. The Academic Advisor is required to have demonstrated: an understanding of the mission of the community college, excellent interpersonal and communication skills, approachability with proven student advocacy skills, strong organizational and administrative skills with ability to manage projects to successful completion, and computer and technology proficiency; the ability to take initiative, work independently, plan, lead, and facilitate both small and large scale events, build and maintain relationships with students, faculty, staff, employers, and community members, and work with a culturally and ethnically and diverse student population.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their skills and experience have prepared them for the responsibilities of this position and by providing appropriate references.

RESPONSIBILITIES: The Academic Advisor, under the supervision of the Director of Counseling & Advising, is responsible for both academic advising and transfer counseling in order to improve students’ abilities to successfully achieve their career and educational goals. This will be accomplished through effective performance in: Advising students in selecting courses that meet educational, transfer, and career goals; Explaining academic policies, procedures, and program requirements including course prerequisite requirements and sequencing of courses for successful program completion; Reviewing, interpreting, and evaluating applicant test scores and other information to determine course placement; Promoting the use of and interpreting the results of career assessments with students, in order to formulate an action plan related to students’ career and transfer goals; Assisting students in understanding degree requirements and available advising resources, including technology, available self-service portals/programs, transfer articulations, and equivalency guides; Monitoring student academic progress, identifying barriers to academic success, and addressing them appropriately, making referrals as necessary; Assisting with group orientations/advising sessions/registration sessions (i.e., New Student Workshops); Explaining the college’s registration process including financial aid and payment policies; Maintenance and creation of academic advising & transfer resources including on the college website and print publications; Planning, marketing, promoting, and facilitating transfer events and workshops; Collaborating with colleges and universities to showcase transfer opportunities and pathways; Training and communicating with program coordinators and faculty advisors on advising tools and transfer resources; Producing regular reports outlining student engagement, events, accomplishments, project work, etc.; Working closely with other academic advisors and staff to provide timely information which may affect academic or transfer advising; Adhering to FERPA guidelines and maintaining complete confidentiality of student records and other information of a confidential nature; Developing collaborative relationships with faculty, staff, students and peers in professional associations; Cultivating relationships with colleges and universities to promote transfer opportunities, develop transfer advising materials, and facilitate transfer articulation agreements between institutions; Maintaining collaborative efforts between the areas of the college including academic affairs, student services, and other departments; As necessary, supervise support staff, student workers, or interns who support the academic advising and transfer counseling program.

PREFERRED QUALIFICATIONS: Candidates enrolled in or possessing a Master’s Degree in Higher Education or Counseling from an accredited institution with two to five years of academic advising and/or transfer counseling experience in higher education is preferred.

MINIMUM SALARY: \$52,208 approximate annual, including a full State of Connecticut benefit package.

TO APPLY: Submit letter of intent, resume, Board Application (found at www.asnuntuck.edu – Employment tab) to:

Asnuntuck Community College
Human Resources – **JOB CODE: TRANSFER**
170 Elm Street, Enfield, CT 06082
Email: AS-StudentServices-HR@asnuntuck.edu
Fax: (860) 253-3069

APPLICATION DEADLINE: May 28, 2015

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information, or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Jill Rushbrook, Primary Title IX Coordinator (for students), jrushbrook@asnuntuck.edu (860) 253-3068, and Cheryl Cyr, Secondary Title IX Coordinator (for faculty and staff), ccyr@asnuntuck.edu (860) 253-3045, and Maki McHenry, Section 504/ADA Coordinator, mmchenrv@asnuntuck.edu (860) 253-3021. Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.