

Middlesex Community College
Director of Academic Advising
Full time, 12 month, Tenure Track

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

- Open To:** The Public
- Location:** Middlesex Community College
- Hours:** Full Time, 35 hours a week
- Salary:** \$61,255 (subject to applicable collective bargaining increases) plus excellent medical insurance, retirement and related fringe benefits
- Closing Date:** All applications must be received by Tuesday, March 17, 2015 no later than 4:00 pm.
- General Requirements:** Master's degree in education, counseling, psychology, higher education administration, social work or another closely related field as well as one to four years of related work experience. Relevant work experience includes working directly with students (or clients) individually and in group settings; academic advising; substantial familiarity with computer-based instructional technology and general information literacy; and demonstrated excellence in oral and written communication skills.
- A demonstrated understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies are essential to this position.
- Preferred Requirements:** Two or more years of related work experience; substantial familiarity with academic advising methods and systems; some familiarity with academic and skills assessment methods; physical and learning disabilities; knowledge of current employment trends and placement opportunities; federal and state EEO/AA/Diversity laws, guidelines and procedures; budget management; supervision of staff.
- General Responsibilities:** The Director of Academic Advising is accountable for managing and directing the academic advising program to improve students' ability to achieve their educational goals. This requires a collaborative effort between Academic Affairs and Student Services. Major accountabilities include:
- Program planning and development, including providing leadership in developing and maintaining an academic advising program; identifying and implementing current best practices for academic advising; working closely with Deans of Students and Academic Affairs and the Academic Division Directors.
- Service delivery, including developing and distributing an academic advising handbook for use by faculty and staff who provide academic advising to students; coordinating academic advising activities; creating materials and providing for training and development of faculty and staff who participate in academic advising; assuring that all students are assigned to appropriate advisors and monitoring the assignment of new and re-admitted students with advisors; maintaining an active student advising load; serving as first contact for students pursuing General Studies or Liberal Arts & Sciences degrees; training faculty and staff on academic advising software (if/when available); create and monitor an academic advising website; developing communication models for advisors and advisees; and assisting with coordination of registration events. Manage assigned fiscal and staff resources as assigned. The Director of Academic Advising typically works under the direction of the Dean of Students. The position is required to have extensive cooperative and collaborative relationships with new and returning students, faculty, staff, and with professionals in peer organizations and professional associations.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.
- Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
- Application Instructions:** Send letter of intent, Board of Regents application (available at <http://mxcc.edu/jobs/>) resume, copies of transcripts, and the names of three references to:

Human Resources
MIDDLESEX COMMUNITY COLLEGE
100 Training Hill Road
Middletown, CT 06457
Fax: 860-343-5870

Or email to: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.commnet.edu

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

Middlesex 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: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu, 860-343-5759; Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011; or Mary Lou Phillips, Secondary Title IX Coordinator, mphillips@mxcc.edu.