

**MIDDLESEX COMMUNITY COLLEGE
ANNOUNCEMENT OF POSITION OPENING
Educational Assistant –Academic Advising, Part-time
100 Training Hill Road, Middletown**

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

Open To: The Public
Location: 100 Training Hill Road, Middletown, CT
Hours: 17 hours a week
Salary: \$29.88 per hour
Closing Date: November 19, 2012

General Knowledge, Skills and Ability:

Master's degree in counseling, advising, student personnel services, or related area and a minimum of two years experience as an academic adviser.

The Academic Advising Coordinator will be responsible for the development of a comprehensive plan for academic advising grounded in best practices and research. Using knowledge of Middlesex Community College's organizational structure, curriculum, programs and policies, academic and training opportunities, and requirements, the Coordinator will structure the College's advising program. The Academic Advising Coordinator will work to foster a community of collaboration that will focus on student success, satisfaction, persistence and retention.

Good oral and written communication skills, ability to work with people, use of technology, organizational skills, strong training and presentation skills, understanding of the relationship between academic advising and retention, ability to develop systems by which assigned advisors are notified of changes to student schedules (withdrawal of classes/total withdrawal for example)

Responsibilities:

Identify and educate the college community on the institutional philosophy of academic advising; distinguish between academic advising and scheduling functions; Provide training to faculty academic advisers including updates on program and curriculum changes and issues and innovations in academic advising; Develop group advising models; Develop and present seminars for both faculty and students on the varied roles of academic advisers and advising; Develop a clearinghouse for the exchange of information (changes to programs, financial aid policy, etc.); Train and schedule "master advisers" ; Develop and execute strategic advising programs including advisers in Meriden to advise Meriden students, having faculty advise students in their Freshman Seminar class, etc.; Liaison with college constituents (counseling, records, admissions, learning center, chairs, program coordinators, Dean of Academic affairs, etc) to ensure quality academic advising and scheduling opportunities are offered; Research uses of technology as it applies to academic advising; Research best practices in academic advising; Directly provide academic advising services to students

Substitution Allowed:

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position, and to provide appropriate references.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a letter of intent, a resume, transcripts and a Board of Regent's Application for Employment to:

http://www.mxcc.commnet.edu/images/customer-files/formDepot/humanResources/fillable_hr/application_employment.pdf

Jennifer Hobby
Human Resources Associate
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or email at jhobby@mxcc.edu or fax (860) 343-5870

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities