



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: October 4, 2019

Closing Date: October 24, 2019

POSITION: STUDENT SUPPORT SERVICES ACADEMIC ADVISOR (Temporary Position)

INITIAL BASE: AYERS CAMPUS

**THIS IS AN AT-WILL POSITION FOR WHICH THE ATTAINMENT OF NON-PROBATIONARY STATUS
(TENURE) IS NOT AVAILABLE. CONTINUED EMPLOYMENT CONTINGENT UPON FUNDING.**

QUALIFICATIONS:

- ◆ Bachelor's Degree in counseling, higher education, or a related field **required**.
- ◆ Master's degree *preferred*.
- ◆ Experience working with four-year institutions' admission applications and forms *preferred*.
- ◆ Knowledge of ADA requirements in accommodating students with disabilities.
- ◆ Familiarity with federal programs.
- ◆ Sensitivity to the needs of youth, minorities, the disabled, and others the project may serve.
- ◆ Excellent oral, written, and interpersonal skills.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process.

DUTIES:

- ◆ Assists project director in developing educational activities/programs.
- ◆ Conducts recruitment under the project director's guidance and supervision.
- ◆ Conducts workshops, seminars, and programs to assist project participants in areas such as transfer college admission and enrollment, financial literacy, and related subjects.
- ◆ Assists participants with financial aid applications, scholarship applications, and college admissions to transfer colleges.
- ◆ Compiles reports and provides information as requested by the project director.
- ◆ Identifies students in the Student Support Services program who are considering transferring to a four-year institution.
- ◆ Assists participants with their Individual Educational Plan and begins transfer advisement.
- ◆ Reviews academic progress of participants to increase retention.
- ◆ Coordinates college campus visits as well as educational or cultural field trips.
- ◆ Coordinates career and financial aid seminars/workshops.
- ◆ Maintains contact with four-year institutions to aid in participant transfer needs.
- ◆ Ensures that all participant contact and personal data is secure and up to date for reporting purposes.
- ◆ Maintains the security and accuracy of project data.
- ◆ Develops good rapport with students, college employees, and the public.
- ◆ Serves on college committees and performs other duties as assigned by program director.
- ◆ Complies with all policies of the Alabama Community College System and the College.

Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

November 2019

SALARY:

Salary Schedule C-3 – \$35,000 - \$40,000

APPLICATION DEADLINE:

October 24, 2019 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236**

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.