



Position Vacancy Announcement

Learning and Advising Specialist

Date: July 11, 2017

Title of Position: Learning and Advising Specialist

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit, Level III.

SUMMARY

Reporting directly to the Associate Dean of Student Services, the individual in this position performs functions of advising, testing, First-Year Experience coordination, transcript evaluation, as well as assisting with orientations and Learning and Advising Center tutoring. This full-time position includes the flexibility of nights and weekends as necessary to accommodate student needs.

QUALIFICATIONS:

- Bachelor's Degree is essential.
- A solid foundation using a Windows operating system and Microsoft Office Suite is necessary.
- Computer skills sufficient to use Jenzabar EX or a compatible software system are necessary.
- 2-4 years of related experience advising students is necessary
- 2-4 years of related experience advising students in a community college environment is preferred.
- Master's Degree is preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; however, other duties may be assigned.

- Plan, organize, administer and provide direct student advising including advising utilizing standardized test results, placement, course content, administrative policies and procedures, degree requirements, and individual program requirements for both scheduled and drop in populations.
- Analyze and evaluate transcripts and other educational credentials to determine student's academic placement, ability to progress and complete an associate degree.
- Assist the Associate Dean of Academic Affairs to utilize performance data and student feedback to identify problems, create and implement solutions to enhance quality of service provided.
- Assist students to resolve academic questions pertaining to academic standing related to Early Alerts, Academic Warnings, Probation, suspension, Dean's List, graduation, honors and other policies in order that they stay on track to complete degrees.
- Participate in the operation and management of the Learning Center to include supervision of tutors.

TO APPLY: This position will remain open until filled, however, in order to receive full consideration, please send a completed CMCC employment application available at www.cmcc.edu, a letter of application, a resume, and names of three references by July 24, 2017, to:

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