



Director of Learning and Advising

(Internal Posting)
(Reposted)

Date: February 5, 2019

Title of Position: Director of Learning and Advising

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

SUMMARY

Reporting to the Dean of Student Services, the Director serves as manager for the Learning and Advising Center as well as the Center for Testing and Assessment and serves as an academic advisor while also implementing a retention management plan. The Director supervises the Learning and Advising Specialists and Representative and is responsible for Center for Testing and Assessment staff.

MINIMUM QUALIFICATIONS:

At a minimum, the successful candidate will have a Master's Degree and 4-5 years of experience in a college setting, management experience within a student services department, academic advising and experience serving students in higher education.

A Master's Degree in Higher Education or related field and demonstrated supervisory experience in higher education is preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

This position reports directly to the Dean of Student Services and serves as the lead administrator responsible for management of the Learning and Advising Center and the Center for Testing and Assessment to include personnel oversight for both offices, designing and implementing the College's Retention Plan, staffing and training frontline positions in the Centers and advising walk-in students. This individual needs to have demonstrated management experience in higher education, excellent written, oral and interpersonal skills, demonstrated experience hiring, training and supervising staff, experience providing academic , understanding best practices in academic advising, understanding or experience with a variety of career fields and/or career counseling, understanding of academic programs and transfer requirements, intermediate skills or higher with Microsoft Suite, and student information systems, competent with internet browser setting and basic computer trouble shooting. Experience with Jenzabar EX or EXi is desirable.

APPLICANT PROCESS: Consideration will begin February 18, 2019, and continue until the position is filled. However, in order to receive full consideration, please send a completed CMCC employment application available at www.cmcc.edu, a cover letter and resume, to:

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