



## Director of Learning and Advising

**Date:** February 18, 2021

**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 Associate Dean of Enrollment Management, the Director serves as the lead retention manager for the College by developing, implementing and evaluating a college-wide retention management plan. The director supervises the Learning and Advising Center (LAC), coordinates advising training for LAC advisors and faculty advisors, communicates regularly with students, faculty and staff on retention matters, and informs the campus about the retention plan to include regular updates and associated data.

### **MINIMUM QUALIFICATIONS:**

At a minimum, the successful candidate will have a Master's Degree and 5 years of experience in a college setting to include experience in management, supervision and academic advising.

### **PREFERRED QUALIFICATIONS:**

Work experience in a community college setting.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Demonstrated management experience in higher education; excellent written, oral and interpersonal skills; demonstrated experience training and supervising staff in a higher education setting, preferably a community college; experience providing academic advising to include the understanding of academic programs and transfer requirements; experience working in a student information system.

**APPLICATION PROCESS:** Consideration will begin March 3, 2021, 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](http://www.cmcc.edu), a cover letter and resume, to:

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