



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Coordinator of Academic Advising (Full-time)

Job Code: 11128

Campus Location: Augusta Campuses

Salary: \$54,000- \$58,000; Commensurate with education and work experience.

MINIMUM QUALIFICATIONS

A Bachelor's degree from a nationally accredited college or university in counseling, educational administration, vocational leadership, or a closely related field

PREFERRED QUALIFICATIONS

Master's degree in a related field *and* Three (3) years of experience in student affairs.

JOB SUMMARY

The **Coordinator of Academic Advising** leads the institution's Advising Center and supervises Academic Advisors. The Coordinator of Academic Advising is responsible for ensuring the Advising Center is delivering excellent and relevant academic advisement, information, and services to technical college students.

COMPETENCIES

- Ability to prioritize multiple projects and work in an environment with regular interruption.
- Ability to explain policies and procedures/rules and regulations.
- Skill in the operation of computers and job-related software programs
- Considerable knowledge of Augusta Technical College academic programs and requirements, student services policies and procedures, and campus resources.
- Considerable knowledge of techniques for compiling and reporting outcomes information.
- Knowledge of transfer requirements to four-year institutions and articulation agreements.
- Skill in delivering public presentations and designing training sessions.
- Skill in effective advising techniques.
- Ability to work with at-risk and culturally diverse populations.
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision-making and problem-solving skills
- Ability to pay close attention to details, coordination, and prioritization
- Ability to maintain confidentiality

MAJOR DUTIES

- Supervises Academic Advisors and leads academic advising, retention, and programming efforts in the Advising Center.
- Advise students who are not meeting satisfactory academic progress and develop a personalized plan to meet academic and personal goals.
- Maintain a virtual Advising Center booking calendar for all new students and advisors.
- Develop special programming related to New Student Registration and Advise to promote Student Retention and Success in collaboration with Student Activities, Student Support Services, academic deans, and faculty.
- Create and market/launch a separate current student registration process to encourage current students to register early in the registration cycle.
- Coordinate with program advisors, dean, and webmaster to ensure webpage for academic programs with accurate information including program descriptions and guided pathways.
- Assists appropriate faculty and staff at special events such as New Student Orientation, Open House, recruitment events, and registration when a potential applicant would like to explore interests/aptitudes to determine compatibility of program choice.
- Serve on various College committees such as Advisory Committees, Graduation, Career Fair, Wellness Fair, New Student Registration, and any ad hoc committee that relates to student retention/success.
- In conjunction with the Director of Marketing and Public Relations and Student Activities and Support Services, develop communications such as email blasts, student newsletters, and/or social media presence for the Advising Center.
- Assist the Competitive Health Academic Advisor with reviewing eligibility in select competitive health programs.
- Assist the Office of Admissions in the processing and selection of students in division programs.
- Other duties as assigned.

APPLICATION DEADLINE: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

04/2025