

## POSITION ANNOUNCEMENT

**POSITION:** Academic Affairs Advisor, Part-time - North Metro Campus

**POSITION DESCRIPTION**: Under general supervision of the Associate Dean of Academic Support or designee, advises students with information regarding their respective programs of study and helps keep students on track to meet their educational, career, and personal goals. Promotes a culture of customer service and high efficiency in a one college, multiple campus environment.

**MINIMUM QUALIFICATIONS:**

* **Associate’s degree**
* **One years experience working in higher education setting**
* **Strong interpersonal, communication, and computer literacy skills**
* **Understanding of a student-centered developmental advising approach**

**PREFERRED QUALIFICATIONS: *(In addition to the minimum qualifications)***

* Bachelor’s degree
* Experience teaching or advising in higher education setting

**SALARY/BENEFITS:** Salary $17.50 per hour. No benefits. Please be aware that all Chattahoochee Technical College employees will be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Visitors & Community” then “Jobs at CTC.” Fill out an online application and upload resume, transcript, and cover letter. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation, including college transcripts.

**RESPONSE DEADLINE:** Until filled

**ANTICIPATED HIRE DATE:** December

**EMPLOYMENT POLICY:** *Chattahoochee Technical Colleges is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award technical certificates of credit, diplomas, and associate of applied science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-5400 for questions about the accreditation of Chattahoochee Technical College. Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries must be directed to the Title IX and 504 Coordinator, Chattahoochee Technical College, 980 South Cobb Drive, Marietta, GA 30060, Bldg. C. Room 1102, (770.528.4484).*

*A Unit of the Technical College System of Georgia.*

***Job Description Follows:***

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**Job Description**

**Academic Advisor**

**Job Description, Responsibilities, Standards, and Qualifications**

**Job Description:** Under supervision of the Director of Academic Success and Associate Dean of Academic Support, advises general student population with information regarding their respective programs of study and helps keep students on track to meet their educational, career, and personal goals.

**Job Responsibilities & Performance Standards:**

1. Works with Director and Dean to create, implement, and evaluate a comprehensive academic advising plan.

2. Meets with students to advise them regarding their respective programs of study.

3. Teaches students to use Banner Web effectively for registration.

4. Creates, updates, and distributes high quality advisement information to help students.

5. Helps train new faculty and advisors.

1. Develops and maintains effective working relationships with technical college peers to promote positive public relations.
2. Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.
3. Maintains knowledge of current trends and developments in the field by attending professional development training, workshops, seminars, and conferences and by reading professional literature in the related technical field.
4. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.
5. Performs other duties that may be assigned by the Director of Academic Success or the Dean of Academic Support.

**Minimum Qualifications:**

Associate degree; one year experience working in higher education setting;

strong interpersonal, communication, and computer literacy skills; understanding of a student-centered developmental advising approach.

**Preferred Qualifications:**

Bachelor’s degree; higher education teaching or advising experience.