**POSITION ANNOUNCEMENT**

**POSITION: Academic Advisor (Marietta Campus)**

**POSITION DESCRIPTION:** This position is responsible for providing academic advising to students in the college’s programs.

**MAJOR DUTIES:**

**ADVISING**

* Advises and meets with accepted first term, returning and current students in specified programs throughout the academic year.
* Advises students on matters relating to program admission requirements, program admission dates, curriculum, pre-requisite courses, and potential career paths.
* Demonstrates an expertise for advising assigned programs.
* Participates in supporting and advising students in the College’s early alert system.
* Completes annual advising projects and initiatives in support of student success and retention.
* Engages in classroom advising presentations and information sessions both on campus and virtually.
* Analyzes problems by evaluating available information and resources; develops effective, viable solutions to problems which can help drive the effectiveness of the department.

**INTERPERSONAL ROLE**

* Collaborates and supports faculty with program students regarding registration, advisement and academics.
* Meets with co-workers and supervisors to develop and implement a comprehensive advisement system.
* Collaborates with participating departments in all formats of New Student Orientation.
* Maintain accessibility for students through answering emails, phone calls, texts, chats, etc.
* Understands that all employees have customers, internal and external, that they provide services and information to; honors all of the State’s commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.
* Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others.
* Engages regularly with the college community in collaborating with events and initiatives.

**OTHER**

* Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success
* Attends training events and remains informed concerning program policies and procedures
* Serves on college committees as assigned.
* Collects and maintains data for assessment purposes.
* Prepares required reports.
* Maintains accurate student documentation.
* Assists with college retention efforts.
* Performs related duties.

**MINIMUM QUALIFICATIONS:**

* **Baccalaureate degree required in a course of study related to the occupational field.**
* **Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.**
* **Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.**

**PREFERRED QUALIFICATIONS:**

* **Resides in one of Chattahoochee Technical College’s service area counties.**
* **Master’s Degree**
* **Experience in an educational environment**

**SALARY/BENEFITS:** $45,301.59 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** This position may be permitted to telework at least two days or 40% of a 5 day/40-hour work week.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: May 2025**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

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