

POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE:** | **Academic Advisor (Part-Time Temporary)** |
| **POSITION DESCRIPTION:**The Academic Advisor is responsible for delivering excellent and relevant academic advisement, information, and services to technical college students. Major duties include:* Advising students on academic requirements and selection of courses
* Assisting students in developing and personalizing an education plan
* Collaborate with program faculty members to provide advising information to students
* Responsible for understanding and interpreting the College’s policies and academic options to support academic performance of students as well as the competitive admission process
* Monitor student registration activities and recommend solutions to academic difficulties
* Maintain accurate electronic records of interactions with students
* Serve as student advocate when appropriate
* Refer students to appropriate specialized staff for issues such as financial aid and business office questions
* Other duties as assigned
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| **WORK SCHEDULE:** Up to 29 hours per week between the hours of 7:30am and 7:00pm (Part-Time Temporary)**MINIMUM QUALIFICATIONS:*** Bachelor’s degree in a related field AND two (2) years of related work experience (note: experience may substitute for the degree on a year-for-year basis)

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| **PREFERRED QUALIFICATIONS:*** Master’s degree preferred
* Knowledge of Ogeechee Technical College programs, policies and procedures, especially as they relate to academic advising and student affairs
* Experience working in a technical college setting
* Experience and knowledge of advising students
* Experience teaching
* Demonstrated ability to work as part of a team in a fast-paced work environment
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| **SALARY/BENEFITS:**Non-benefitted position |
| **APPLICATION DEADLINE:** Open Until Filled |

**TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, 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 for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Accessibility and Assessment Coordinator, Office: 711, Phone: 912.486.7211, sburns@ogeecheetech.edu.

As set forth in its student catalog, Ogeechee 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 individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 711, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu