

**Job Posting: Academic Advisor**

**ECTC** is seeking a high-energy individual to provide academic advice to individual students to ensure equitable student access and success for all students. This position will assist students with admissions information, assessment, career counseling, program information, and early intervention strategies as well as enrollment advising and registration. This position could also serve as either the advising-related transfer liaison, academic probation/suspension outreach specialist, communications manager, or other programming focus area lead.

**Responsibilities will include:**

* Assist incoming and returning students in creating realistic goals and pathways to achieve those goals.
* Collaborate with colleagues to provide students with information on subjects that lead to success such as goal setting, financial literacy, time management, classroom success skills, and others.
* Refer to community resources as needed to overcome barriers to success e.g. Career Services, Family Scholar House, and tutoring.
* Evaluate current advising strategies and collaborate with advising office personnel and offices on campus to develop outreach efforts to meet new, returning, transfer, Under-Resourced Minorities, low-income, academically at-risk, etc. student needs.
* Participate in Registration/Enrollment activities and maintain student notes/records.
* In addition to regular advising responsibilities (individual email, phone, appointments, etc.), as well as the ECTC advising email, incoming office calls, and walk-ins, and possibly assist with monitoring SignalVine text responses.
* Ability to coordinate, communicate, collaborate, and build relationships with individuals inside and outside of the organization.

**Position Requirements:**

**Education:** Bachelor’s degree (Counseling, Student Affairs, Higher Education or related field) and one-year experience or equivalent (i.e. Master's in a related field.)

**Successful candidates should demonstrate**:

* Excellent written and oral communication skills
* Ability to work effectively on a team
* Ability to adapt to change
* Strong organizational and people skills
* Proficient computer skills, particularly in MS word, MS Access and MS Excel

**Position is open until filled, review begins September 20, 2022.**

**Why join our team? <https://drive.google.com/file/d/1fDcg60yyOYokJmjTJTVbIzNYAAVRo06t/view>**

Please visit: [https://careers.kctcs.edu/search-jobs](https://careers.kctcs.edu/search-jobs%20) and select Elizabethtown Community & Technical College as your school and search for: **Academic Advisor**

KCTCS/ECTC is an equal opportunity employer and educational institution.

Position: 10016088

Band: 8 (Minimum $35,568.00)