October 20, 2014

DIVISION ADVISOR

RESPONSIBILITIES
- Advise students in specified academic and technical areas relating to certificates, associate degrees, and the BAT program
- Advise students with course registration, drops and withdrawals
- Provide degree plans for core, major, and transfer students; implement academic advising strategies (syllabus, degree plan) and achievement of student learning outcomes
- Assist with advising in the Advising Center during high traffic registration periods
- Interact effectively with students of diverse socio-economic, ethnic and cultural backgrounds
- Implement methods to monitor, track, and retain students
- Must know and understand TSI regulations for guidance and placement
- Must be able to work evening hours, at minimum, two to three times per month
- Be responsible for supporting all student service areas including transfer/career related services and testing
- Monitor and track student success
- Assist with recruiting
- Informs faculty and supports students in major specific early alert
- Serves as a liaison between students, staff, faculty, and administrators
- Provide referrals to appropriate services to college and community
- Other duties as assigned

QUALIFICATIONS
Required:
- Bachelor’s degree
- Public relations/customer service experience
- Computer knowledge
- Demonstrated interpersonal, communication, and social skills
- Ability to work independently or in a team
- Ability to manage multiple tasks and successfully meet deadlines
- Ability to analyze, complete situation accurately, and adopt effective course of action
- Ability to handle a fast-paced work environment with interruptions and detail oriented tasks
Preferred:
- One to three years working in a college setting
- Understand of TSI regulations
- Word processing

SALARY
$35,000 - $38,000 annual salary. Excellent fringe benefits. Review of applications will begin October 28, 2014. Position will remain open until filled.

APPLICATION
Interested candidates should send a resume, completed official application, official transcripts sent directly to the Human Resources office from the institutions attended, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3800 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.