ACADEMIC ADVISOR

RESPONSIBILITIES

- Pre-advice students and direct them to appropriate advisor
- Advise students in academic and technical areas relating to certificates, associate degrees, and BAT program
- Advise students with course registration, drops and withdrawals
- Provide degree plans for core, major, and transfer students; implements the academic advising strategies (syllabus, degree plan) and achievement of student learning outcomes
- Advise students on effective student success strategies
- Interact effectively with students of diverse socio-economic, ethnic and cultural backgrounds
- Implement intentional methods to 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
- Assist with recruiting program activities in the Midland College community
- Operate the online chat advising software and provide pre-requisite and advising information through the online advising account
- Inform faculty and supports students in major specific early alert
- Serves as liaison between students, staff, faculty and administrators
- Provide referral services for students; assesses and coordinates services and streamlines processes
- Other duties as assigned

QUALIFICATIONS

Required:

- Bachelor’s degree
- One to three years working in a college setting
- Public relations/customer service experience
- Computer knowledge
- Ability to advise students individually and in groups on complex student-related matters
- Demonstrated interpersonal, communication, and social skills
- Ability to work independently or in a team
- Ability to interact effectively and work collaboratively with various departments
- 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
- Ability to research, learn, and accurately provide information to students on a variety of topics
- Excellent oral communication, customer service, and public relations skills

Preferred:

- Word processing
- Understanding of TSI regulations

SALARY

$35,000 - $38,000 annual salary. **Excellent fringe benefits.** Review of applications will begin May 12, 2015. 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: applymc@midland.edu

Natasha Morgan
Midland College
Director of Human Resources/Payroll
3600 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.