

Academic Liaison/Academic Advisor Kehoe Center, Shelby, Ohio

Essential Duties (not all inclusive):

Advising/Registration

- Engage students in processes to promote, guide, plan and support student success and persistence in completion of academic goals
- Provide direct services to all pre-program (where applicable) and program students
- Maintain accurate records and documents of services provided
- Use College-approved curriculum guides and academic mapping tools to assist in the accuracy and completeness of the academic advising process
- Document interactions with students (e.g. phone logs, letter, or direct contact)
- Meet with and contact students, including at-risk students, throughout the term to discuss goals and steps to attainment, study techniques, resources, class scheduling and etc.
- Utilize intrusive advising techniques with all advisees in collaboration with other team members
- Meet with students who have been placed into the early alert system by their faculty, advise and report as necessary
- Direct students to appropriate resources in the College and community
- Act as a liaison between the student and faculty, staff, and administration
- Identify and communicate with students in need of regular face-to-face and virtual contact for purposes of retention and success
- Complete student audits for proper course selection for current curriculum worksheet
- Submit potential course substitutions, with, accompanying rationale to the appropriate Division Dean/Assistant Dean for review and approval
- Work with other team members to redirect students into alternate related majors or career exploration and career development processes, when appropriate
- Promote completion of a College credential, when appropriate.
- Perform other duties as assigned

Career Development

- Determine educational needs and goals of participants, and provide assessment
- Monitor progress of each student and provide academic advising, life skills management, counseling, tutoring, and mentoring with support services
- Manage student registration activity
- Maintain mandated documentation relative to federal and program requirements
- Develop educational/career planning activities and workshops for participants
- Collaborate with NCSC Career Services staff to promote successful transition to the work force or continuing in a higher education career to help advance the goals of the College mission
- Perform other duties as assigned

Department Support

- Participate on College committees, as designated
- Participate in professional development workshops and conferences and training in order to keep current with College policies, procedures, and advising
- Make presentations to various groups, as needed
- Perform other duties as assigned

Qualifications:

- **Education:** Bachelor’s degree, preferred in program area of assigned academic division, student development, student services, higher education leadership, education or related; Master’s preferred
- **Experience:** Experience or training in program area of academic division, career counseling or academic advising preferred.

**Review of Resumes to begin 6/3/24
and until filled
(Posted 5/20/24)**

North Central State College is a great place to work. We offer:

*Competitive pay
Medical/Dental/Vision Insurance with low deductibles and low co-insurance
Employer contribution towards retirement: 14% for SERS participants; 10.15% for Alternative Retirement Plan participants
College paid life insurance
College paid long-term disability insurance
160 hours of vacation to start
120 hours of sick time/year
16 hours of personal time/year
12 holidays and 2 additional College paid days/year
Free tuition at the College for employee, spouse, and dependents
Tuition reimbursement outside the College for employees
And more!*

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

**North Central State College
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906**