

Academic Liaison/Advisor Kehoe Center, Shelby

Are you passionate about helping students chart their paths toward meaningful careers? North Central State College is seeking an Academic Liaison/Academic Advisor to join our Engineering, Business, and Criminal Justice Division at the Kehoe Center in Shelby, Ohio. This position plays a vital role in connecting students with the tools, resources, and encouragement they need to reach their academic and career goals.

What You'll Do:

As a trusted guide and student champion, you'll:

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

What We're Looking For:

Education: Bachelor's degree required, preferably in higher education, student development, academic advising, education, or a related discipline. Master's degree preferred.

Experience: Prior experience in academic advising, career counseling, student support services, or in an academic field offered by the College is preferred.

Why You'll Love Working Here:

North Central State College is more than just a workplace—it's a community. We offer a supportive environment, opportunities for growth, and a generous benefits package that includes:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions toward retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
 - 160 hours vacation
 - 120 hours of sick time/year
 - 16 hours of personal time/year
 - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC

Application Review Begins: October 27, 2025

Position open until filled (Posted October 13, 2025)

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College

Attn: Human Resources
2441 Kenwood Circle
Mansfield, OH 44906