

Academic Liaison

Engineering/Business/Criminal Justice Division

North Central State College is seeking a student-focused, relationship-driven professional to join our Engineering/Business/Criminal Justice Division. In this role, you'll do more than advise—you'll serve as a trusted guide, helping students navigate their academic journey, overcome challenges, and stay on track toward achieving their goals. If you're passionate about student success and enjoy working in a collaborative, mission-driven environment, we'd love to hear from you.

What You'll Do . . .

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 a field related to higher education, student development, academic advising, education, or a discipline offered at the College. A master's degree is preferred.
- **Experience:** Experience or training in academic advising, career counseling, student support services, or a program or area of study offered at the College preferred.

Why You'll Love Working Here:

At North Central State College, you won't just have a job—you'll have a direct impact on students' lives and futures. You'll be part of a collaborative team that cares deeply about student success and community impact.

We also offer a comprehensive benefits package designed to support you:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to 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
- And more!

Application review will begin immediately and continue until the position is filled. Early application is encouraged, as interviews may be scheduled as qualified applicants are identified.

Position Open Until Filled

(Posted August 3, 2026)

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