

Advisor, College Credit Plus

North Central State College is accepting resumes for a full-time Advisor in College Credit Plus (CCP). CCP is the state of Ohio's dual enrollment program that provides students in grades 7-12 an opportunity to earn college credits and high school credits simultaneously, through courses taken from Ohio colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of course options to eligible students, at no or limited cost to students and families.

Essential Duties (not inclusive):

- Serve as a resource/a knowledgeable ambassador for the early-college program, along with navigating transfer credit and college planning
- Work with students and families, and secondary school partners, being accessible, innovative and supportive -- guiding students on making their transition to college a successful one
- Foster a positive, friendly environment, conducive to learning and progress; encourage student persistence; collaborate with colleagues; identify opportunities for student engagement and goal attainment
- Manage and support a caseload of students by proactively reaching out, building rapport, and providing coaching and guidance through a holistic advising approach
- Serve as a point of contact, providing exceptional customer service to partner schools; anticipate needs and address concerns
- Adapt duties to align with the academic cycle, from presenting program information and providing application/Accuplacer/enrollment support, to pathway mapping, student success strategies, and transfer planning, ensuring comprehensive guidance to students throughout their time in CCP
- Guide CCP students to pathway identification, and building semester course plans to effectively reach students' long-term

- goals; maintain awareness of high school graduation requirements and CCP annual credit hour allowances
- Support CCP students with adjustment to college; facilitate student orientation content; assess needs and connect students with appropriate resources
- Conduct proactive advising outreach to students, including early alert follow-up; referral to appropriate support services, etc.
- Coach students on skills development for success in college. Empower students to self-advocate; liaise when appropriate
- Maintain current knowledge of Ohio's CCP rules and regulations, Ohio's transfer credit programs, and NCSC programming
- Collaborate with internal departments and divisions at the College on matters of programming, enrichment and student engagement
- Maintain current knowledge of NCSC's software platforms, necessary to accurately complete job duties and maintain accuracy of reporting
- Perform other duties as assigned

Qualifications:

Education: Bachelor's degree in Education, Communication, Psychology, Social Work, or related

Experience: A minimum of two (2) years' experience or training in career counseling, student counseling or academic advising preferred.

Review of Resumes to begin 11/18/24
and until filled
(Posted 11/4/24)

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*
- 80 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**