

Academic Liaison

Engineering/Business/Criminal Justice Division

Ready to make a real impact in students' lives from day one? Join a team that's committed to student success — and to supporting one another while we do it.

What You'll Do:

As an Academic Liaison / Academic Advisor, you'll be the go-to resource for students navigating their academic path. You'll build connections, provide support, and help students overcome barriers — all while guiding them toward their educational and career goals.

This role blends academic advising, career planning, and a healthy dose of student encouragement. If you love being part of a team that meets students where they are and helps them get where they want to go, this could be your perfect fit.

Key Responsibilities (include but are not limited to):

Advising & Student Support

- Build relationships and guide students using a proactive, student-centered approach
- Provide advising for both pre-program and program-level students
- Keep detailed records of your advising work — because details matter
- Use College-approved tools and curriculum maps to help students make informed decisions
- Meet regularly with students (especially those who are at-risk) and help them set — and meet — academic goals
- Partner with other departments to connect students to support services, faculty, and resources
- Serve as a key connector between students and academic departments
- Help students stay on track with audits, course selection, and program completion
- Recommend course substitutions and help students pivot when plans change
- Promote certificate and degree completion wherever possible

Career & Goal Development

- Support students in identifying their long-term goals and creating a path to get there
- Coordinate life skills, tutoring, or mentoring resources as needed
- Develop and lead workshops and activities that connect education to career readiness
- Collaborate with Career Services to help students transition into the workforce or future education

Team & Campus Engagement

- Serve on College committees and contribute your voice to key conversations
- Stay current on College policy and advising trends through professional development
- Represent the College in presentations and community settings as needed

What We're Looking For:

- Bachelor's degree required (preferably in higher ed, student development, education, or a related discipline).
- Master's degree preferred.
- Experience in academic advising, career services, student support, or a related field is a plus.

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 to retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
 - 160 hours vacation/year
 - 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: August 11, 2025

Position open until filled
(Posted July 28, 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



NORTH CENTRAL STATE COLLEGE IS HIRING

**WHO
WE WANT**