

TITLE: Title III Advising Specialist
DEPARTMENT/DIVISION: Title III Federal Grant
DATE PREPARED: January 17, 2018
REPORTS TO: Title III Project Director
CLASSIFICATION: Professional Staff (Full-time)

POSITION SUMMARY

The Title III Advising Specialist is responsible for the training of faculty advisors and academic advisors in the practice of proactive advising and implementing a new information system and tools. The Advising Specialist will also perform the duties necessary with other grant personnel to ensure that all project objectives are met.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represent Seminole State College and the Title III grant program in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve.
- Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development and lifelong learning.
- Performs job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
- Lead design, development, and pilots of Early Alert/Referral module and the integration of proactive advising with interactive scheduling system in accordance with the Title III federal grant.
- Collaborate with information technology personnel through all stages of development of Early Alert/Referral module.
- Coordinate development and establishment of Interactive Degree Audit and Transfer/Career Advising resources.
- Engage students in selecting academic and career curriculum preferences utilizing Interactive Degree Audit and Transfer/Career Advising resources.
- Develop and coordinate faculty and staff development in new advising system tools.
- Coordinate information dissemination and student utilization of scheduling system, degree audit, and Transfer/Career Advising resources.
- Assist with activity and project evaluation for the Title III federal grant.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Travel may be required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge: Master's degree in higher education, student services or related field. Prior experience with student or database information systems – Jenzabar preferred. Experience with client consultation or academic advising highly desirable. Prior experience in faculty and staff training highly desirable.

Skills: Excellent organizational, written and oral communication skills required. Applicant must possess the demonstrated skill of working collaboratively as a member of a team.

Abilities: Ability to work under minimal supervision and practice strong organizational and time management techniques; must be able to respond effectively in a variety of situations; ability to multi-task; ability to innovate and lead and manage change in a positive and inclusive manner; ability to effectively organize, prioritize, and schedule work assignments.

Applications will be accepted until the position is filled; however, for best consideration applications should be made by **January 31, 2018**. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, life insurance equivalent to two times contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment.

To apply, please send letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

**Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818**

*SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted January 17, 2018