

TITLE: Part Time Academic Advisor

DEPARTMENT/DIVISION: Enrollment Management

REPORTS TO: Director of Enrollment Management

CLASSIFICATION: Part-Time

SALARY: \$20,800 - \$21,800 (25 hours per week)

POSITION SUMMARY

Seminole State College currently seeks a highly organized Academic Advisor to join the Enrollment Management team. The Academic Advisor serves as a liaison, developing partnerships between the College, school systems, parents, alumni and communities throughout the state. The candidate must have the ability to advise students individually and in groups regarding college admission, academic programs, and support services. Preferred work hours will be 12:00 p.m. to 5:00 p.m., Monday – Thursday and 8:00 a.m. to 1:00 p.m. on Friday.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College 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.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assist with enrollment at designated times by providing academic advisement services.
- Develop and maintain a thorough and comprehensive knowledge of academic programs and support services, including academic programs and courses, admissions requirements, and available financial assistance.
- Learn Jenzabar system as it pertains to academic advising.
- Represent SSC and present information about admissions, programs, and services at various events, such as classroom visits/presentations, college career fairs, and high school awards assemblies as needed; may facilitate planning, organization and implementation of special events.
- Contact and meet high school counselors and teachers to develop rapport, provide assistance, and promote SSC programs and services.
- Perform scheduled mailings, electronic correspondence, phone calls, and visits with prospective students.
- Field questions timely via telephone and email from prospective students.
- Work closely with various campus entities to facilitate a smooth transition for newly admitted students.
- Interpret policies and procedures for prospective students and the public.
- Handle confidential information with tact and discretion.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **Knowledge:** Bachelor's degree in related area required. Experience in promoting higher education to high school and community college students; knowledge and experience working with a diverse student population.
- **Skills:** Excellent organizational skills; accurate and detail-orientated with ability to prioritize information in a timely manner; solid communication skills (written, oral and active listening); strong interpersonal skills; can work effectively in team situations. Experience with word processing, spreadsheets, and software for creating flyers, brochures, and newsletters.
- **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; able to work well in team situations; ability to multi-task; ability to innovate, lead, and manage change in a positive and inclusive manner; ability to effectively organize, prioritize, and schedule work assignments. Ability to evaluate the effectiveness of the admissions process; ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.

Applications will be accepted until the position is filled. Interviews will be tentatively held in mid-January due to holiday closure and the start of the Spring semester. Salary is \$20,800 - \$21,800, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance. Employment is subject to successful completion of a background check. The filling of this position is contingent on the budget.

To apply, please send letter of application, resumé, copies of all academic transcripts, and the name and phone numbers for three professional references to:

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

and/or

Email: hr@sscok.edu

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

Posted December 10, 2024