

JOB TITLE: Academic Advisor
DEPARTMENT/DIVISION: Enrollment Management
REPORTS TO: Director of Enrollment Management
CLASSIFICATION: Full-Time, Professional
APPLICATION DEADLINE: November 11, 2026, or until filled
COMPENSATION: \$37,500 annually



As an **Academic Advisor** with Seminole State College, you will receive:

- Generous leave, including 5 days of personal leave, 15 days of sick leave and 25 holidays annually (which includes Spring Break and two weeks in December). Additionally, after one year of successful employment, you will also be awarded 10 days of annual leave.
 - A comprehensive benefits package (including group health, dental, vision, life insurance and long-term disability) with a generous benefit allowance to offset the cost of insurance premiums.
 - A contribution of 7% of your salary to Oklahoma Teachers' Retirement System (TRS), paid for by SSC.
 - A tax-sheltered annuity where SSC contributes 3.5% of your annual salary after one year of successful employment.
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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 practices 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.
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The Academic Advisor serves as a liaison for student recruitment, enrollment, and retention by providing academic advising and information regarding admissions, academic programs, and support services. This position builds relationships with prospective and current students, families, schools, and community partners and represents SSC at recruitment events, presentations, and other outreach activities.

RESPONSIBILITIES

- Provide academic advising and enrollment assistance to prospective and current students in person and virtually.
- Develop knowledge of SSC academic programs, courses, admissions requirements, financial assistance, policies, procedures, and student support services.
- Learn and utilize Jenzabar and other SSC systems and technology as required for academic advising and enrollment.
- Represent SSC at recruitment and outreach events, including classroom presentations, college and career fairs, high school events, and other community activities; assist with planning and coordinating special events.

- Develop and maintain relationships with high school counselors, teachers, students, families, and community partners to promote SSC programs and services.
 - Collaborate with campus departments to support the enrollment process and facilitate a smooth transition for newly admitted students.
 - Handle confidential information with tact and discretion.
 - Perform other duties as assigned.
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KNOWLEDGE, SKILLS, ABILITIES

- Knowledge and experience with higher education recruitment, admissions, advising, or student services.
 - Strong organizational and time-management skills, with the ability to prioritize multiple responsibilities, work accurately, and meet deadlines with minimal supervision.
 - Excellent written, verbal, interpersonal, and active-listening skills, including the ability to communicate effectively with individuals and groups.
 - Strong presentation and public-speaking skills.
 - Ability to establish and maintain effective working relationships with students, colleagues, schools, universities, community organizations, and other partners.
 - Proficiency with Microsoft Office, virtual meeting platforms, and digital communication tools.
 - Ability to work effectively both independently and collaboratively in a team environment.
 - Ability to evaluate processes, identify opportunities for improvement, and adapt positively to change.
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WORK ENVIRONMENT

- Occasional travel as well as evening and weekend events required.
 - Working hours are 9:00 AM to 5:00 PM Monday – Thursday and 8:00 AM to 4:00 PM on Friday.
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MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution in a related area.
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APPLY NOW

Send your cover letter, resume, three (3) professional references, and copies of all academic transcripts to hr@sscok.edu. Applications may also be mailed to Seminole State College, Attn: Human Resources, P.O. Box 351, Seminole, OK 74818.

Please note: Applicants must be currently authorized to work in the United States on a full-time basis without sponsorship now or in the future.

Seminole State College seeks to be an institution of unparalleled excellence, regarded by both internal and external constituents as a college whose quality is second-to-none, where employees and regents make a continual effort to meet the needs and exceed the expectations of our community and our students.

*Seminole State College participates in E-Verify.
The filling of this position is contingent on available funding.*