

VACANCY NOTICE

DATE: August 22, 2019

POSITION: Director of Academic Advising
Enrollment Management & Advising Services
Full-time, Benefited
Non-unit Professional

SUPERVISION: Reports to the Dean, Enrollment Management & Advising Services

GENERAL STATEMENT OF RESPONSIBILITIES:

Provide leadership in all facets of program design, academic advising services, staff development, systems development and program assessment for Academic Advising including: Advising Center, Transfer Advising, Student Readiness, and all advising technology.

EXAMPLES OF DUTIES:

Leadership and Management

1. Oversee the delivery of proactive advising services for all prospective and current students.
2. Provide strategic vision, aligning departmental goals with institutional strategic plans.
3. Ensure student records and departmental practices comply with local and federal policy and guidelines.
4. Engage with regional and national organizations for professional development.
5. Develop and implement campus-wide advisor professional development opportunities.
6. Oversee academic intervention initiatives such as Student Success/Early Intervention, Academic Review, Academic Probation and Academic Dismissal.
7. Direct the training and on-going support for technology-enabled advising technology including EXi Advising and Early Alert.
8. Maintain a caseload of advisees.
9. Provide leadership and direction to the Office of Student Readiness. Remain current on academic preparation as it relates to student enrollment and retention.
10. Collaborate with the Director of Institutional Research in on-going assessment of the effectiveness of the department. Coordinate planning and evaluation activities and oversee reports, program reviews and strategic planning, etc.
11. Oversee the advisor assignment process as prescribed by college policy and the current Collective Bargaining Agreement.
12. Collaborate with academic leadership to ensure consistent advising practices campus-wide.
13. Serve as Jenzabar advising and early alert module manager. Attends Jenzabar Operations committee meetings.

Supervision

1. Supervise professional and administrative staff including academic advisors, student readines, and administrative staff.
2. Assist in the search process for new employees.
3. Clearly define and evaluate performance expectations.
4. Communicate information to staff via multiple platforms; conduct weekly staff meetings.
5. Maintain staff schedules, requests for time off, and weekly timesheet approval.
6. Promote a positive work environment that encourages free exchange of ideas and empowers staff development.
7. Conduct annual performance evaluations.

Fiscal Management and Contract Services

1. Prepare and monitor annual budgets for all departmental programs and activities.
2. Support campus grant activities, goals, and reporting requirements.

Other Duties

1. Participate in the planning and implementation of all matters pertaining to the division of Student Services and Enrollment Management.
2. Serve on College Meeting committees and other committees, as assigned.
3. Develop, manage, and implement other related projects, as necessary.

MINIMUM QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Three years of progressively more responsible work experience in academic advising services, student retention programs, and student success programs including staff development and evaluation, in a college setting.
3. Two years of supervisory experience.
4. Experience using technology in the advising process, academic pathways and student retention services.
5. Knowledge of student development theory and practice to improve student retention.
6. Strong interpersonal and verbal/written communication skills; adaptable and flexible.

ADDITIONAL PREFERRED QUALIFICATIONS:

1. Fluent speaker and writer of Spanish or Brazilian Portuguese, or other world language.
2. Community college experience.
3. Experience with the integration of technology and alternative delivery systems of instruction in the teaching-learning-advising process.

COMPENSATION: Annual salary range of \$75,000 to \$82,000 (dependent upon qualifications).
Full-time, Non-unit Professional position that includes participation in a comprehensive employee benefits program.

APPLICATION

DEADLINE: September 15, 2019

APPLICATION

PROCEDURE:

Interested candidates must apply online by visiting:
<http://capecod.interviewexchange.com/candapply.jsp?JOBID=114948>.

The online application instructions include directions for uploading a cover letter (which should address the minimum qualifications of the position) and a resume. *Please note that candidates invited to interview for the position will be asked to provide three professional letters of reference and copies of transcripts.*

Please visit our website at www.capecod.edu for information on Cape Cod Community College.

This appointment is subject to the FY20 budget appropriation.

Appointment subject to SORI (Sex Offender Registry Information), publicly accessible Massachusetts CORI (Criminal Offender Record Information), and national background check.

Cape Cod Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Cape Cod Community College prohibits sexual harassment, including sexual violence. Inquiries or complaints regarding the Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations shall be directed to the College's Affirmative Action Officer, at the number and address below. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer and Title IX Coordinator, Associate Vice President, Human Resources, P. Paul Alexander, located in the Nickerson Administration Building, (508)362-2131 x4307, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.