

Advising and Testing Specialist

Reports to: Director of Academic Advising and Counseling
Classification: Full-time, 12-month Employee
Pay Status: Academic Management Support, Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$32,000 to \$35,000
Revised: May 2023

Position Overview: This position reports to the Director of Academic Advising and Counseling and is responsible for the day to day scheduling of the CAVE computer lab, tutoring, placement testing, advising, and test proctoring.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Primary Duties

1. Manage course placement testing for the Chanute campus.
2. Oversee the tutoring function for the Chanute campus including the hiring and supervision of tutors and developing the tutoring schedule each semester.
3. Assist with academic advisement for students
4. Attend conferences and meetings, which will enhance instruction and professional development.
5. Willing to work one late night in the CAVE per week.
6. Perform other duties as assigned.
7. Responsible for the day-to-day operation of the CAVE computer lab.
8. Serve as the primary academic advisor for all Chanute International students.
9. Monitor the academic advising email inbox.
10. Regular review the academic advising website and suggest updates as needed.
11. Serve as the primary test proctor for the Chanute campus; including state and national credential licensure examinations.

Education and Experience

1. Bachelor's degree required.
2. Experience working in an educational setting; preferred experience working with academic coaching/advising and career counseling.
3. Extreme attention to detail, organizational skills, ability to manage a number of tasks at one time.
4. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
5. Sensitivity to, and awareness of, confidential materials.
6. Ability to work effectively with diverse populations.
7. Ability to exercise sound judgment.
8. Willingness and ability to work as a member of a team.

Working Conditions

1. Work is normally performed in a typical classroom/lab setting
2. Work alternative hours (other than 8 -5)
3. Very limited physical effort required
4. Limited exposure to physical risk

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to: Human Resources Director, Advising and Testing Specialist, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers. Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Background and Motor Vehicle/Driving Record Checks

“All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.”

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>