

STARS TRANSFER/CAREER ADVISOR

Reports to: Director of STARS Project Student Support Services

Classification: Full-time, 12-month Employee, Grant funded

Pay Status: Academic Management Support, Exempt

Fringe Benefits per Board Policy

Salary range: \$28,500-\$34,200

Revised: May 2022

This full-time position reports to the Director of the STARS Student Support Services Project and is responsible for academic advising of project participants. Duties include, but are not limited to:

Essential Functions

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

Duties and Responsibilities

1. Provide academic advising with emphasis in transfer requirements, major selection, and career development to project participants;
2. Refer participants to tutoring services;
3. Plan and provide workshops on various topics, such as, transfer issues, personal management, college success, interview skills, and résumé development;
4. Arrange for and take participants on campus visits to Kansas Regents and other universities;
5. Assist STARS Team in planning, providing, and participating in workshops and cultural events on various subjects;
6. Plan and provide workshops on career exploration and major selection emphasizing STEM related and nontraditional careers associated with particularly promising career opportunities;
7. Provide information on STARS/SSS services to the institutional community and service area;
8. Provide Financial Literacy information to participants and run the STARS Grant Aid (helping students with FAFSA, interpreting bills and award letters, budgeting, etc.)
9. Work with a caseload of participants to complete Intake Interviews, develop Individual Student Plans (ISPs), provide mentoring, advise, and assist in college course selection;
10. Use Blumen and Jenzabar EX systems to monitor and record participants progress;
11. Track graduates and/or transfer students to assist with project APR;
12. Perform other duties as assigned by the STARS Project Director.

Experience and Education

1. Bachelor's Degree (Master's Preferred) in psychology, counseling, sociology, communications or related field of study;
2. Experience working with disadvantaged populations such as first generation college students, low income, and persons with disabilities.
3. Valid driver's license required.

Working Conditions

1. Normal office working environment.
2. Ability to provide quality customer service.
3. Ability to drive 12 passenger van day or night.
4. Ability to sit in an office chair for long periods while operating a personal computer is required.
5. Ability to reach and work overhead on an occasional basis is required.
6. Occasional lifting of up to 10-20 pounds from the floor to waist height is required.
7. Ability to communicate well with staff and participants.
8. Some travel during normal working hours and some evenings and weekends are required.
9. Occasional overtime will be required.

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, STARS Transfer/Career Advisor, 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.aspx

Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:

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