

## **TALENT SEARCH ACADEMIC ADVISOR**

Reports to: Talent Search Project Director  
Classification: Full-time, 11-month Employee, Grant Funded  
Pay Status: Academic Management Support, Exempt  
Fringe Benefits per Board Policy  
Salary Range: \$28,000 - \$34,600  
Revised: August 2019

**Primary Purpose of the Position:** This position reports to the Talent Search Project Director. 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.
3. Maintain a pleasant, professional, and welcoming demeanor; maintain an office atmosphere conducive to meeting the needs of disadvantaged students;
4. Maintain the confidentiality of participant and staff information learned while completing duties;
5. Meet, individually and in groups, with participants at least twice monthly to provide information and assistance related to successful school completion and postsecondary entry/re-entry;
6. Assess the career and personal development needs of participants;
7. Personally advise participants and parents.
8. Maintain accurate, up-to-date student records and databases, including student eligibility, student academic records, contacts, exit information, follow-up information, etc.;
9. Prepare and maintain accurate records, including travel forms, summaries, time and commitment forms, timesheets, etc.
10. Plan and coordinate college visitations, cultural activities, workshops, and events for students, teachers, parents, and the community;
11. Prepare, analyze, and submit reports as requested by the director.
12. Assist participants with exploration, goal setting, planning, and follow through.
13. Monitor participant's progress.
14. Ensure every student has a Personal Success Plan.
15. Track senior program participants to determine their enrollment and completion of post-secondary education.
16. Perform other duties as assigned by the Talent Search Director;
17. Must have reliable transportation, in the event a fleet vehicle is not available.
18. Requires regular travel, driver's license mandatory.

### **Required Knowledge, Skills and Qualifications**

1. Ability to work effectively with diverse populations.
2. Exceptional attention to detail accuracy, and excellent organizational, writing and communicational skills.
3. Ability to maintain a positive relationship with students and staff. Approachable and comfortable around youth.
4. Must possess a service mentality toward students, parents, and other staff members.
5. Career counseling, teaching, or mentoring experience.

6. Ability to exercise sound judgement.
7. Ensure confidentiality of information.
8. Ability to operate normal office equipment such as copiers, fax machines, and personal computers on a daily basis as required.
9. Driver's license mandatory.
10. Must be able to drive a 12-passenger van.

### **Education and Experience**

1. Bachelor's degree in education, communication, or related field, required.
2. Master's degree in education, counseling, communication, business, social work, teaching or related field, preferred.
3. One year's experience working with students, preferably low income, academically disadvantaged populations, required.

### **Working Conditions**

1. Normal office environment.
2. Weekly travel to schools, mostly daytime, some evening and weekends are required.
3. Some overtime may be required, as well as some flexibility in occasional early or late hours.
4. Ability to lift and transport boxes weighing 50 pounds required. Ability to reach and work overhead is required.

### **Application:**

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and employment application to:

Human Resources Director, Talent Search- Academic Advisor, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/careers](http://www.neosho.edu/careers).

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>