

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: \$25,000 - \$31,000
Revised: April 2017

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, parents.
8. Maintain accurate up-to-date student records and database, including documentation of eligibility of student, student academic records, documentation of contacts, exit information, follow-up information, etc.;
9. Prepare and maintain accurate records, including travel forms, summaries, etc.; time and commitment forms; timesheets, etc. Supply completed records with the monthly report;
10. Plan and coordinate college visitations, cultural activities, workshops, and events for students, teachers, parents, and the community;
11. Compile and analyze data from reports, etc. Prepare and submit reports as requested by the director. Write and submit the regular monthly report to the director by the fifth of the month following the report month;
12. Assist participants with exploration, goal setting, planning, and follow through. Monitor participant's progress. Ensure every student has a Personal Success Plan. Track senior program participants to determine their enrollment and completion of post-secondary education.
13. Perform other duties as assigned by the Talent Search Director;
14. Must have reliable transportation, in the event a fleet vehicle is not available.
15. Requires regular travel, driver's license mandatory.
16. Must have reliable transportation, in the event a fleet vehicle is not available

Required Knowledge, Skills and Qualifications

1. Knowledge of post-secondary admissions and assessment/placement processes.
2. Teaching/coaching/mentoring experience.
3. Background similar to that of Talent Search Participants.
4. Career counseling experience;
5. Approachable, comfortable around youth.

6. Exceptional attention to detail and accuracy, and excellent organizational and writing skills.
7. Freedom from racial/ethnic bias.
8. Strong communication and organizational skills.
9. Excellent customer service skills.
10. Ensure confidentiality of information.
11. Driver's license mandatory.
12. 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. Regular travel to school districts, mostly daytime, some evening and night driving.
3. Ability to lift and transport boxes weighing 50 pounds required. Ability to reach and work overhead is required.
4. Some overtime may be required, as well as some flexibility in occasional early or late hours.

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, Talent Search- Academic 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.

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>