



WESTERN COLORADO COMMUNITY COLLEGE

A Division of Colorado Mesa University

Bishop Campus

ANNOUNCEMENT OF POSITION VACANCY

Lead Academic Advisor – GOALS Program

SUMMARY: Reporting to the Director of Student Services, this position provides academically underprepared and high risk students in the GOALS (Greater Opportunity for Academic and Life Success) program with comprehensive advising around issues of course selection, graduation, and career direction. The GOALS program is intended to improve student persistence and graduation rates for student requiring additional academic support and career guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Interprets and applies institutional policies, procedures, and regulations related to the academic programs.
- Provides informal analysis of course requirements based on a specific degree program by discussing prerequisites, general education requirements, transfer credits, and graduation curriculum requirements. Assesses individual student needs and makes appropriate internal and external referrals.
- In liaison with the student's academic advisor, assists and advises students with major selection, course selection, and career goals.
- Identifies crisis issues facing students and makes appropriate referrals for professional assistance or counseling.
- Develops and administers special projects, programs, instructional curriculum and print, electronic or direct mail campaigns related to academic advising and career choices.
- Advises GOALS students on the steps needed in choosing a career path (self-knowledge, explore options, action plan, and decision-making) and refers them to Career Services for more in depth assistance.
- Coordinates, advises, and/or gives pre-advising presentations for the advising portion of Student Orientation.
- Helps maintain the Advising & Career Center website and MAVjobs placement system.
- Assists in supervision of student staff when performing designated office coverage duties. This includes but is not limited to supervising and providing assistance with appointment scheduling, preparation, data entry, and filing student folders; supervising and assisting in customer service provided over the phone and at the front counter; and assisting in training students on center and institutional policies and procedures.
- Performs other duties as assigned and will need to work some evenings and weekends.

EDUCATION and/or EXPERIENCE

Required:

- Bachelor's degree from an accredited four-year college or university.
- Minimum of one year of higher education experience in academic services.
- Must possess strong interpersonal skills, sound judgment, and the ability to work independently as well as be a team player.
- Strong computer skills. Proficient with MS Office.

Preferred:

- Master's degree from an accredited four-year college or university.
- Experience in educational advising or counseling.
- Experience working with adults with physical and/or learning disabilities.

- Supervisory experience.
- Banner student database system experience.
- Experience giving presentations.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment to begin July 1, 2016.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by May 13, 2016.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Lead Academic Advisor – GOALS Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Direct inquiries to Debbie Balmer at 970-248-2603 or dbalmer@coloradomesa.edu.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.