



BENNETT COLLEGE

Job Posting

Title: Academic Advising Coordinator

Date of Posting: 07/31/18

Closing Date: Until Filled

Job Code: 18-0731BAT

Department: Student Success and Retention

Reports To: Dean, Division for Student Success and Retention

GENERAL SUMMARY:

Academic advising at Bennett College involves assessing student's needs, goals, interests and prior academic experiences in order to guide students in the design and implementation of a successful academic plan. As the College's Academic Advising Coordinator, you will collaborate with faculty members to address the academic advising needs of students. Academic Advisors are also responsible for understanding and interpreting the College's policies and academic degree programs to help facilitate the student's academic success. The Academic Advising Coordinator must be able to implement advising initiatives that will meet the needs of students and increase student retention and success.

ESSENTIAL JOB FUNCTIONS:

- Work closely with all Emerging Scholars, admissions and financial aid staff to advise new students (e.g., evaluate transcripts; develop plans of study, etc.)
- Provide academic advising to returning students, individually or in groups, about College policies, programs of study and degree options
- Provide students with information regarding alternatives and possible consequences of academic decisions

- Update and maintain advising materials (including the Advising Handbook and Brochures) to reflect current policies and best practices in advising
- Maintain the College's website with current advising information
- Provide professional development and oversee training and education for faculty and staff advisors and the general campus advising community (including the use of technology resources such as Jenzabar)
- Establish and maintain relationships with assigned Department Chairs, and Program Directors to understand and clarify departmental expectations
- Maintain current knowledge of the College's degree programs
- Assist in group presentations at events such as orientations, faculty advisor training, and other events
- Assist in the College's promotional activities; develop and direct student group academic advising sessions when appropriate
- Prepare multimedia materials for advising sessions, orientations, and workshops
- Connect students to academic support services (e.g., tutoring and Supplemental Instruction leaders)
- Complete other advising duties as requested such as (1) track retention and (2) authorize add/drops
- Keep advising statistics and other reporting documents up-to-date
- Participate on committees as requested
- Participate in professional conferences and other self-directed professional development activities
- Prepare monthly data reports
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exhibit superior interpersonal and problem-solving skills
- Adhere to strict confidentiality and other ethical standards
- Must be clearly student-focused in both philosophy and purpose
- Must exhibit excellent oral and written skills
- Ability to manage stress well and be flexible in a changing, fast-paced environment

- Team player
- Ability to work in a diverse environment
- Dress appropriately for a workplace with frequent customer service interaction and community outreach

EDUCATION AND EXPERIENCE:

- Master's degree preferred in a related field and two years' experience working with college students or young adults in an academic capacity
- Demonstrated experience or interest in helping students transfer into and out of traditional 4-year college programs
- Proficient with Microsoft Office Suite

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **18-0731BAT**
- list of three to five work references including name, address, telephone number and email address
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.