**POSITION:**

Academic Advisor

**DUTIES:**

The Academic Advisor is responsible for delivering excellent and relevant academic advisement, information, and services to technical college students. Primary Location is the Jesup campus.

* Advises students on academic requirements and selection of courses.
* Assists students in developing and personalizing an education plan.
* Disseminates information on institutional policies and procedures.
* Reviews and interprets placement and other standardized test scores, unofficial transcripts, and course prerequisites.
* Understands the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.
* Interprets degree audits.
* Understands graduation requirements for programs.
* Monitors student registration activities and recommends solutions to academic difficulties.
* Coordinates communications with the students regarding advisement, academic calendar, and other related issues.
* Maintains accurate electronic records of interactions with students
* Serves as student advocate when appropriate.
* Refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement, admissions processes, business office questions.
* Participates in the development, implementation, review, presentation, and revision of orientations for the first-time college students and transfer students.
* Stays abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, expanding facilities, updates in college-wide initiatives, transfer requirements, and state and federal mandates.
* Engages in professional development activities, including but not limited to attendance at conferences, workshops, division, and department training sessions; stay current with information technology skills.
* Participates in the planning, implementation, and the evaluation of the academic advisement program's goals and objectives.
* Participates in institutional student development and retention programs.
* Serves as resource for faculty/staff.
* Assists in the development of advising materials and presentations to support individual and group student sessions.
* Completes administrative reports as assigned; and
* Reports to the Coordinator for Academic Advisement.
* Enter program schedules in Banner.
* Assist Deans with collection of documentation from faculty.
* Other duties as assigned.

**Minimum Qualifications:**

* A minimum of associate’s degree in general studies, business, management, education, or related area.
* Excellent written and verbal communication skills.

**Preferred Qualifications:**

* One year employment in an educational environment.

**APPLICATION DEADLINE:**

Open until filled.

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. Benefits include the State of Georgia Flexible Benefits Program, State of Georgia holidays, and annual/sick leave.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

**Equal Opportunity Statement**

Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu, 912.427.5876; Cynthia Linder, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia clinder@coastalpines.edu, 912.287.4098; Cathy Montgomery, ADA/Section 504 Coordinator, All Campuses, 1777 West Cherry Street, Jesup, Georgia, cmontgomery@coastalpines.edu, 912.427.6265.