**POSITION:** Academic Assistant and Advisor

**JOB SUMMARY**

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

**MAJOR DUTIES**

* Advises students on academic requirements and selection of courses and enters all assigned program semester schedules into Banner.
* Understands the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.
* Monitors student registration activities and recommends solutions to academic difficulties.
* Assists students in developing and personalizing an education plan, interprets degree audits, Understands graduation requirements for programs.
* Reviews and interprets placement and other standardized test scores, unofficial transcripts, and course prerequisites.
* Coordinates communications to the students regarding advisement, academic calendar, and other related issues.
* 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.
* Reports to the Coordinator for Academic Advisement.
* Maintains the College Faculty Credential Files and assists the Vice President for Academic Affairs with administrative duties as needed.
* Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree in a related field \*and\* Two (2) years of related work experience
	+ ( Note: Experience may substitute for the degree on a year-for-year basis)

**PREFERRED QUALIFICATIONS:**

One year employment in an educational environment.

**APPLICATION DEADLINE:**

Open until filled. Initial screening/interviewing will begin as needed.

**APPLICATION PROCEDURE:**

Interested applicants should apply via CPTC’s Online Job Center at CPTC Online Job Center. A cover letter with resume, two professional letters of recommendation and copies of transcript(s)/license(s)/certification(s) must be uploaded with the application. A criminal background check and a driver’s motor history report will be conducted prior to employment. Official transcripts are required upon hire.

For additional information, contact Katrina Howard, Human Resources Director at mailto:khoward@coastalpines.edu, or (912) 427-5876

As set forth in the student catalog, Coastal Pines Technical College 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 handle inquiries regarding CPTC nondiscrimination procedures:

EEO/AA Coordinator

Emily Harris, HR Coordinator

1701 Carswell Avenue

Waycross, GA 31503

(912)287-4098

eharris@coastalpines.edu

EEO/AA Coordinator

Katrina Howard, HR Director

1777 W. Cherry Street

Jesup, GA 31545

(912) 427-5876

khoward@coastalpines.edu