POSITION: Academic Advisor

DESCRIPTION OF DUTIES: The role of the Academic Advisor is to provide knowledgeable assistance to ensure students complete their degrees and achieve their educational goals. Knowledgeable assistance is provided by coaching students on the development of degree completion plans, conducting degree audits of student progress toward degree completion, working with students to resolve academic and personal concerns, and acting as a liaison between departments on the students' behalf to ensure a seamless student experience.

REQUIRED QUALIFICATIONS: Bachelor’s Degree from a regionally accredited institution required. Formal advising experience in an educational setting required.

PREFERRED QUALIFICATIONS: Master’s degree in Counselor Education or Higher Education field preferred. Two years advising experience in a community college or university setting preferred. Experience using Banner preferred. Knowledge of Shelton State Community College and the Alabama Community College System preferred.

SALARY: Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule E3, Grade 3, Range $36,958 - $50,360.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu or by contacting the Human Resources Office at 205.391.2272 or nfranks@sheltonstate.edu. Application materials must be mailed or hand delivered to the Human Resources Office. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resources Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. The College will not provide copies of application packets. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is April 13, 2015 at 5:00 p.m. Incomplete or late application packets will eliminate the possibility of an interview.

A completed application packet consists of:

- A signed cover letter of application relevant to the position.
- A signed SSCC employment application. Application must be complete. Electronic signature will not be accepted.
- A current resume
- Copies of all relevant postsecondary transcripts (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)
- A written synopsis containing 300 words on the topic “How I Can Help Ensure Student Success at Shelton State Community College”.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and a $17.40 fee will be deducted from the first payroll an employee receives for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Shelton State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Each institution will make reasonable accommodations for qualified disabled applicants or employees.