



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

Job Announcement

Academic Advisor – Part Time Position

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches. Additionally, CLTCC provides instruction in four state prisons and two federal correctional institutions. This position will be domiciled in Alexandria, LA.

SUMMARY:

Reporting to the Director of Student Services, the academic advisor interviews and advises ADA students regarding information, procedures and academic tutoring.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Advises ADA students on academic, career and personal issues; identifies the educational and career options appropriate for each student and assists with the analysis of each option, including possible outcomes and their implications; if needed, refers student to counseling services; sets up an action plan for the student to explore alternative careers and related majors.
- Monitors academic progress of ADA students; analyzes progress reports from instructors; determines eligibility and satisfactory progress toward degree; identifies current and potential needs or problem areas (e.g., study skills, tutoring) and refers students to appropriate campus resources for assistance; communicates findings to coaches and administrators.
- Maintains ADA student files and records; documents all pertinent student information; updates computerized information system regarding changes to student status.
- Assists ADA students with admission and registration/provides guidance in course selection in keeping with the student's interests, values and abilities.

Skills:

- Excellent written, oral presentation, and interpersonal communication skills
- Management, organizational, and supervisory skills
- Superior team-building skills to build trust with others in a rapidly changing environment
- Excellent organization, planning, and prioritization skills are essential
- Strong diplomacy skills and the ability to make sound judgments.

Required Minimum Qualifications:

- Bachelor's degree in Education, Counseling or field related to area of assignment AND one year academic advising experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Three or more years of full-time work experience performing accounting functions in a(n) education, business, industry or government environment
- Strong analytical and problem solving abilities
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)

Preferred (Desired) Qualifications:

- Master's degree in Education, Counseling or field related to area of assignment AND one year academic advising experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Five or more years of full-time work experience performing accounting functions in a(n) education, business, industry or government environment.
- Three or more years of full-time work experience supervising accounting functions at a postsecondary educational institution.
- Knowledge of and working experience with Ellucian's Banner Finance or other major postsecondary education financial management system
- Proficiency in Microsoft Access.

Compensation:

Compensation range \$15.00 - \$20.00 per hour.

Submit documents to:

Central Louisiana Technical Community College
Human Resources

Attention: ADA Academic Advisor

4311 South MacArthur Drive

Alexandria, LA 71302-3137

Or

Elizabethlewis6@cltcc.edu

Position will remain until open filled. For full consideration resume' must be submitted by September 08, 2017.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:

Human Resources Director (318) 487-5443 ext. 1154
4311 South MacArthur Drive