

Main Campus:
21 Campus Circle
Murphy, NC 28906
Phone: (828) 837-6810
Fax: (828) 837-0028
or (828) 837-3266



Graham County Center:
P.O. Box 1997
145 Moose Branch Road
Robbinsville, NC 28771
Phone: (828) 479-9256
Fax: (828) 479-6280

ADVERTISEMENT OF POSITION VACANCY

Posting Date: May 13, 2024

Position: Academic Advisor

Basic Purpose of Position: This is a grant-funded position and employment is contingent upon funding availability. Under the supervision of the Coordinator of the Advising and Career Center, this position will serve as an academic advisor for first-year students at the college. The primary role will be to ensure the success of technical/vocational students and assist in their transition into the workforce upon program completion. Additionally, this position will assist College Transfer faculty as needed with advising and student success, and participate in College outreach and retention efforts.

Qualifications:

- Associate's Degree Required, Bachelor's Degree Preferred.

Job Description/Duties:

- Serve as a general academic advisor for first-year students in technical/vocational programs of study, with emphasis on with curricular planning and strategizing for timely completion of degree requirements.
- Coordinate with College Transfer faculty advisors to assist students, as needed.
- Assist students with completing the Free Application for Federal Student Aid (FAFSA)
- Assist with New Student Orientation (NSO) at each campus/center, with cooperation from Enrollment Management staff, faculty and Marketing.
- Serve as the primary point of contact for AVISO/Watermark Student Success and Engagement software for monitoring recruitment and retention for the College.
- Work with college departments and satellite campuses to coordinate and promote student recruitment and retention.
- Assist with special campus recruitment events including day visits, group tours, and other special presentations.
- Attend off-campus community events, including career expos, festivals, high school parent nights, and similar events to promote the college and its programs.
- Work with the College Career Services department to develop realistic educational plans compatible with life and career goals for advisees.
- Collaborate and cross-train with other advisors within the Advising and Career Center to ensure understanding of College & Career Pathway/Dual Enrollment advising.

Salary Range: \$33,000 - \$37,000

Working Schedule: This is a 40-hour per week position and may require some schedule flexibility. This position is non-exempt according to the Fair Labor Standards Act (FLSA).

Proposed Hiring Date: As Soon As Possible.

Deadline to Apply: May 27, 2024 or until filled.

How to Apply: A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application form, contact Julia Hall at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4299 or e-mail humanresources@tricountycc.edu. Incomplete application packages will not be considered.

Equal Opportunity Employer