Position: Academic Advisor – Jefferson Campus

Minimum Qualifications:
1. Bachelor’s degree required.

Job Functions:
This full-time position will provide academic advising to students planning to transfer to senior institutions and students undecided on a major. This position will also work with the academic divisions to improve retention rates. The employee will:

1. Provide academic advising to students planning to transfer to senior institutions and assist these students with degree plans.
2. Provide academic advising to undecided students and assist these students in selecting a major.
3. Maintain a collection of reference resources and assist students, faculty and staff in the use of these resources.
4. Collaborate with the Coordinator and other advisors to facilitate consistent advising procedures.
5. Assist in coordinating the College’s access to the STARS computer system.
6. Respond to inquiries regarding degree requirements, transferability of courses, and general advising.
7. Respond to general inquiries.
8. Respond to e-mails in the established time designated.
9. Assist students during registration periods.
10. Interpret admissions, records, grading and registration policies to students, faculty, staff and community members.
11. Assist students in obtaining necessary documents required by college policy.
12. Confer with students regarding student records and academic policies.
13. Evaluate academic transcripts.
14. Promote positive campus/community relations for the Advising Center and the College.
15. Assist with all Enrollment Services functions.
16. Work with the Director of Admissions and Retention to coordinate the retention of first-time freshman college students and the college.
17. Serve as Enrollment Services representative on committees as appointed.
18. Perform other related job duties as assigned.

Salary: $30,000 to $40,000 based on State Board of Education Salary Schedule C-3 and experience.

Application Deadline: 4:30 p.m., July 1, 2016

Application Procedure: A complete application packet consists of:
1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include conferred or awarded date.
4. Work experience verification in writing from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from dates before current employer only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) required. Remember that the work experience verification completion is your responsibility. Please visit http://jeffersonstate.edu/about-jgcc/human-resources/work-experience-verification/ (For clarification, please contact Human Resources).

Materials may be submitted to:
Jefferson State Community College
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, 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. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

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