



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Academic Advisor, School of Health Sciences

Job Code: 11128

Campus Location: Augusta Campus, Summerville Sites

Salary: \$48,240.24 - \$56,999.04; (Perkins Grant Funded) Commensurate with education and work experience.

Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week.

JOB SUMMARY

The **Health Sciences Academic Advisor** supports new, returning, and transfer students by providing academic guidance, particularly for competitive health programs, and helping them navigate admissions, academic planning, and campus resources. This role fosters student success through personalized advising, strategic communication, and collaboration with faculty, staff, and support services.

MINIMUM QUALIFICATIONS

- A Bachelor's degree from a nationally accredited college or university in counseling, educational administration, vocational leadership, or a closely related field.
- Must have a minimum of three years full-time, paid work experience within the past seven years in education, business, industry, or military environments, preferably with community college or technical college students.
- Experience with program administration and development.
- Work experience must include duties focused on the activities directly related to the desired position.

A Unit of the Technical College System of Georgia

PREFERRED QUALIFICATIONS

- A documented Health sciences background.
- Active participation in relevant professional organizations; demonstrated skills in organizational planning, public relations, marketing, and research; and excellent human relations skills.
- Experience with software such as BANNER and TEAMS tracking and reporting.
- Experience working with at-risk students in a counseling or advising capacity.
- Understanding and appreciation of working with culturally diverse students.
- Organizational skills with keen attention to detail.

COMPETENCIES

- Must demonstrate excellent written and verbal communication skills.

MAJOR DUTIES

Reports to the Dean of the School of Health Sciences

- Serve as a point of contact for all new, returning, & transfer students. Advise on admission requirements, such as having appropriate transcripts sent to the Office of Student Records
- Refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement, admissions processes, and business office questions.
- Serve as an academic advisor to students seeking admission into Competitive School of Health Sciences programs. Effectively communicate and engage with advisees each semester to ensure students understand ranking criteria and stay on track for Competitive Ranking. Review the assistance with the Competitive Ranking process.
- Advise students not meeting Satisfactory Academic Progress and develop a personalized plan to meet Academic and personal goals.
- Maintains accurate electronic records of interactions with students.
- Coordinate with program advisors, dean, and webmaster to ensure the webpage for academic programs has accurate information, including program descriptions and guided pathways.
- Coordinate with the Counseling Center to assist with outreach and interventions to at-risk students received through early alerts; make appropriate referrals to the Success Center and to the Counseling Center.
- Coordinate with appropriate faculty and staff at special events such as New Student Orientation, Open House, and registration when a potential applicant would like to explore interests/aptitudes to determine compatibility of program choice.
- Serve on various College committees such as Advisory Committees, Graduation, Career Fair, Wellness Fair, New Student Registration, and any ad hoc committee that relates to student retention/success.
- Other duties as assigned.

APPLICATION DEADLINE: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting,

and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.