**POSITION ANNOUNCEMENT**

**POSITION: Dual Enrollment Advisor – North Metro**

**POSITION DESCRIPTION:** This position is responsible for providing academic advising to students in the college’s Dual Enrollment program. May be required to travel to other campuses and high school cohort class locations. This position is responsible for performing specialized duties in support of the student advisement and registration process to facilitate enrollment, student success, and retention. Advises and meets with students throughout the academic year.

**MAJOR DUTIES:**

**DUAL ENROLLMENT ADVISING**

* Participates in activities in the advisement of dual enrolled students to reach their academic goals.
* Implements activities for advisement to disseminate registration and program information to students.
* Assists new and current dual enrollment students, parents, counselors with the advisement and registration process to meet deadlines, register for classes, build a schedule, Emap a career and academic plan.
* Assists in the post-graduation transition of current DE students to beginning after graduating high school.
* Develops an annual calendar and semester plan for DE advisement and registration appointments.
* Advises students individually and in student groups.
* Completes assigned advising projects and initiatives in support of student success and retention.

**GENERAL**

* Assists with the planning and conducting of virtual and on campus advisement sessions for new and current DE students to include sessions on and off campus and at high school locations, etc.
* Assists in the dissemination of advisement and registration information to students in a timely manner.

**ADMINISTRATIVE/CUSTOMER SERVICE**

* Conducts information sessions on advisement and registration for new and current DE students.
* Answers student inquiries from email and phone calls.
* Assists with providing updated advisement and registration materials for students.
* Assists with student issues with the registration process and advisement questions.
* Maintains a DE student database to track advising appointments.
* Submits monthly activity report.

**MINIMUM QUALIFICATIONS:**

* **Baccalaureate degree required in a course of study related to the occupational field.**
* **Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.**
* **Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.**

**SALARY/BENEFITS:** $45,301.59 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** This position may be permitted to telework up to two days of a forty-hour work week.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: August 2025**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***