



POSITION ANNOUNCEMENT

Academic Advisement Center Coordinator

CAMPUS: Dublin

STATUS: Full-Time – Non-exempt

DUTIES: The academic advisement center coordinator is responsible for assisting with the coordination, development, monitoring, and completion of project initiatives associated with the academic advisement center. The academic advisement center coordinator provides academic advising and support to students including course selection, major exploration, and other services needed to meet the challenges of college life; develops and/or assists with the development of procedures for advisement; acts as a resource to other departments on advisement procedures; assists students in navigating academic policies, procedure, and resources; enters and reviews data for reporting requirements and provides data as needed; develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the advisement center; facilitates collaborative committees to achieve project goals; communicates regularly on progress toward goals and required results; develops, implements, and oversees the maintenance of filing, recordkeeping, distribution of materials, and other types of office/program systems; conducts regular evaluation of services provided and makes recommendations on future services; maintains excellent working relationships with faculty and staff. Teaches general education classes on an as needed basis. The academic advisement center coordinator reports directly to the Director of Library Services.

MINIMUM QUALIFICATIONS: Bachelor of Science or Arts in a general education field. Preferred qualification: Masters degree in a general education field.

COMPETENCIES: Skill in the use of computers and job related software; Skill in planning and organizing projects; Skill in oral and written communication; Skill in interpersonal relations and effective problem solving methods; Skill in analyzing data and situations for accurate assessment; Knowledge of the college philosophy and objectives as they relate to performance; Knowledge of academic policies, curriculum requirements, course standards and student support services; Decision making and problem solving skills; Skill in interpersonal relations and in dealing with the public; Skill in developing and maintaining close working relationships with faculty and staff.

SALARY/BENEFITS: \$55,000 Annual salary plus benefits to include paid holidays, sick and annual leave, retirement plan, and the State of Georgia flexible benefit insurance package.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. Employment is contingent based upon successful completion of appropriate background checks.

Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

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Equal Opportunity Institution -

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478.553.2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643