



**POSITION TITLE: Academic Advisor**

**Job Code: 11128**

**POSITION DESCRIPTION:**

The Academic Advisor is responsible for delivering excellent and relevant academic advisement, information, and services to technical college students seeking admission to competitive admission programs.

- Advises students on academic requirements and selection of courses;
- Assists students in developing and personalizing an education plan;
- Disseminates information on institutional policies and procedures;
- Evaluates and determines the transfer of credits; researches course descriptions to determine transferability;
- Reviews and interprets placement and other standardized test scores, unofficial transcripts, and course prerequisites;
- Understands the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.;
- Performs and interprets degree audits;
- Understands graduation requirements for programs;
- Monitors student registration activities and recommends solutions to academic difficulties;
- Coordinates communications to the students regarding advisement, academic calendar, and other related issues;
- Maintains accurate electronic records of interactions with students
- Serves as student advocate when appropriate;
- Refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement, admissions processes, business office questions;
- Participates in the development, implementation, review, presentation, and revision of orientations for the first-time college students and transfer students;
- Stays abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, expanding facilities, updates in college-wide initiatives, transfer requirements, and state and federal mandates;
- Engages in professional development activities, including but not limited to memberships in professional organizations; attendance at conferences, workshops, division, and department training sessions; stay current with information technology skills;
- Participates in the planning, implementation, and the evaluation of the academic advisement program's goals and objectives;
- Participates in institutional student development and retention programs;
- Serves as resource for faculty/staff;
- Develops advising materials and presentations to support individual and group student sessions;
- Completes administrative reports as assigned; and
- Other duties as assigned.

**COMPETENCIES:**

- Interpersonal skills
- Coordination, planning and organizational skills
- Excellent computer skills
- Effective communication skills, both written and verbal
- Ability to work independently and collaboratively with others or in teams



- Ability to work with complex systems in a fast-paced and dynamic environment
- Skills in problem solving and critical thinking

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in a related field **\*and\*** Two (2) years of related work experience
- Note: Experience may substitute for the degree on a year-for-year basis

**PREFERRED QUALIFICATIONS:**

- Experience working with Ellucian products
- Experience working with health-related programs
- Experience working in a technical college setting
- Experience and knowledge of advising students

**SALARY/BENEFITS:**

Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and the State of Georgia Flexible Benefits package.

**APPLICATION DEADLINE:**

Open Until Filled



**TO APPLY:**

Please submit an online application using the OTC online job center website. 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, 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 for faculty positions. Official transcripts are required to be submitted to HR upon acceptance of a written job offer. For more information, please contact the Executive Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).

*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.*

*Ogeechee 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.*

*The following person(s) have been designated to manage inquiries regarding the nondiscrimination policies:*

- Christy Rikard, Vice President for Student Affairs, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, [crikard@ogeecheetech.edu](mailto:crikard@ogeecheetech.edu)
- Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 711, Assessment Center, Statesboro, GA 30458, 912.486.7211, [sburns@ogeecheetech.edu](mailto:sburns@ogeecheetech.edu)