**EVENING CAREER & ACADEMIC ADVISOR**

**FULL TIME**

**MULTIPLE CAMPUS LOCATIONS**

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in a related field \*and\* Two (2) years of related work experience.

**PREFERRED QUALIFICATIONS:**

Experience in presenting to large groups about work related subjects and employability skills. Experience organizing and hosting employee and student events. Knowledge of interest and aptitude assessments used in career selection and guidance. Ability to work under deadlines. Prior experience in a postsecondary college environment and experience in the BANNER student information system. Excellent oral and written communication skills. Demonstrated experience in the use of Microsoft Office Suite.

**RESPONSIBILITIES**:

The Career Advisor counsels and advises students in choosing a career path and securing employment upon graduation; provides one-on-one and group career and academic advisement sessions; rotates between multiple campus locations to offer in-person support and engagement with students; responds to emails and phone calls directed to Student Affairs, providing timely and accurate information; maintains detailed student records and advisement notes in accordance with department policies; assists in organizing and executing workshops, job fairs, and other career-related events; collaborates with faculty, staff, and external employers to enhance student career opportunities; assists students with resume writing, conducting mock interviews, and job fairs. Administers and interprets aptitude and proficiency tests in accordance with procedural guidelines; guides students in identifying potential career choices; ensures job search plan is completed according to program guidelines and is appropriate for student's occupational choice; refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement, admissions processes, business office questions; hosts annual career fairs for graduating students at specified times. encourages local employers to attend; contacts employers for referral and follow-up within specified time limits; maintains up-to-date and accurate employer contact file to properly represent available workforce to students; posts job opportunities in accordance with employment laws, rules and regulations; communicates employer needs to students; ensures that job orders and announcements are completed correctly and in accordance with rules and regulations; conducts presentations in a professional manner; participates in community services and activities in accordance with technical college guidelines; completes and distributes reports in an accurate and timely manner and in accordance with program guidelines and department procedures; serves as student advocate when appropriate; keeps 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; keeps abreast of workforce development laws and regulations and technical college policies and procedures; engages in professional development activities, including but not limited to memberships in professional organizations; attendance at conferences, workshops, division and department, training sessions; serves as resource for faculty/staff; participates in institutional student development and retention programs.

Other Duties as assigned.

**COMPETENCIES**:

Skill in the operation of computers and job related software programs; Southern Crescent Technical College Skill in interpersonal relations and in dealing with the public; Skills in test administration and interpretation; Oral and written communication skills; Decision making and problem solving skills; organizational skills; Knowledge of federal, state and local guidelines; Knowledge of job readiness and job development procedures.

**SALARY:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

Work hours for this position will be Monday through Thursday, 11am-8pm, Friday, 8am-1pm, and may vary based on need.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Only those who are interviewed will be notified of the status of the position. Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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.