**1st Year/1st Generation Advisor (FT)**

**Funded by the U.S. Department of Education Location:**

Dougherty County Campus

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of 1st Year/1st

Generation Advisor within Academic Affairs for the Predominately Black Institution (PBI) Student Wellness grant. He/she is responsible for promoting a positive and successful learning experience for students to increase student retention, success, and completion. The 1st Year/1st Generation Advisor will provide academic advising to students pursuing careers in any academic program. He/she will be responsible for recruiting and then helping students navigate their academic experience by serving as admissions, advisement and retention counselor to 1st Year and 1st Generation students. The 1st Year/1st Generation Advisor will assist with proactive academic planning, creative problem solving, and connection to student resources. He/she will also be responsible for the following:

* Conducting individual advising sessions via phone, virtually online, or in-person meetings
* Conducting recruitment activities, advising workshops, and/or co-sponsor events with faculty and other ATC departments
* Document student meetings and notes, keeping accurate records of all students advised
* Help guide students to put together their own academic plan, considering their goals and tuition/financial aid needs
* Advise students on registration, course selection, academic programs, and elective selection
* Provide early interventions by identifying and communicating with "at-risk" students and directing them to the appropriate resource
* Track student progress by running reports, analyzing student data, and communicating with students regarding registration, grades, and graduation
* Make available evening advising hours as necessary
* Assist students with matching career goals and course offerings
* Coach students through the grade appeal process, student grievance procedure, and similar processes and requests
* Meet with academic probation students and reinstated suspension students to conduct a self-assessment and academic success plan
* Communicate with students to promote ATC events, services, organizations, and resources.

He/she must have knowledge of and the ability to follow college policies and procedures. He/she must have knowledge of current technologies to include word processing, database, presentation, and spreadsheet software, specifically knowledge of Microsoft Office applications. He/she must also have knowledge of educational coaching and advisement, knowledge of current theories (including student development theory), principles and operational practices related to the academic support of students. The 1st Year/1st Generation Advisor should also have knowledge of current practices, policies, and education requirements in reference to 1st Year/1st Generation students and have knowledge of student success development and initiatives, skills in listening to, identifying, and resolving student concerns, and can provide assistance to students and faculty to problem solve and mitigate risks associated with academic goal achievement, persistence, attendance, and overall graduation and retention. The 1st Year/1st Generation Advisor should also have the ability to multi-task, organize, prioritize, and follow multiple projects and tasks through to completion, with an attention to detail, and have the ability to work independently while contributing to a team environment. He/she should be knowledgeable of FERPA, HIPAA, and other applicable laws, rules, ordinances, and regulations related to students.

**Minimum Qualifications:** The applicant MUST have a BS or BA degree in Psychology, Counseling, Education, or related fields \*AND\* have at least two (2) years of experience in academic coaching, and advisement in an educational setting.

**Preferred Qualifications:** Preference will be given to individuals who possess a Master’s Degree in a related field \*AND\* one (1) year experience in academic coaching, advisement and healthcare in an educational setting.

**Physical Demands:** The employee occasionally lifts or moves objects of a light to medium weight. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

**Salary/Benefits**: Salary is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . 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. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. 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. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***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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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |