

NORTH COUNTRY COMMUNITY COLLEGE
23 Santanoni Avenue
Saranac Lake, New York 12983

POSITION DESCRIPTION
Academic and Career Advisor

Job Title: Academic and Career Advisor

Job Status: Full-time Temporary (NCCCAP) – Grant Funded

Department: Academic Affairs

Supervisor: Vice President of Academic Affairs

North Country Community College (NCCC) is a small community college serving Essex and Franklin Counties since 1967. The main campus is located in Saranac Lake, with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Several courses and programs are offered in multiple modalities from fully on-campus to fully online. Class size tends to be relatively small, providing opportunities for individualized instruction and focused academic advisement for each student.

General Job Description: The Academic and Career Advisor is a grant-funded position focused on student retention and student success. The advisor complements two operations at the College, the faculty advisor and the North Country Navigators, expanding those efforts by providing additional support to students from admission to graduation, whether online or on-campus.

The Academic and Career Advisor helps students in a number of capacities including working in conjunction with faculty advisors to provide general academic and other advising support, career exploration and advising, utilization of existing resources (e.g., Learning Assistance Centers, ADA/504 services) troubleshooting and helping to resolve common problems students experience (e.g., financial concerns, learning technology needs) to help them be successful and persist. As part of the work, the Academic and Career Services advisor will identify gaps in resources/delivery and assist with the development and delivery of new services to support student success. Additional services may be required within the College's Second Chance Pell program.

The position is assigned to a base campus and ideally will work out of the Learning Assistance Center at each campus. It is a twelve (12) month (fiscal year) contract.

Major Duties and Responsibilities:

1. Support student onboarding needs to ensure students have the necessary skills to be successful (e.g., access to email, access to D2L/Brightspace). Work with Student Affairs and Enrollment to help facilitate New Student Orientation activities.
2. In conjunction with faculty advisors, provide general academic advising support including assisting with schedule changes and associated financial aid implications (e.g., add-drop, withdrawals, graduation applications), supporting academic progress, facilitating referrals to and student engagement with the Learning Assistance Centers for academic success

resources (e.g., tutoring, study skills, time management) and ADA/504 accommodations where necessary.

3. Provide additional advising supports including connecting students to financial aid and other financial resources (e.g., scholarship, emergency funding, food pantry), as well as student wellness resources (e.g., counseling, mental health services, transportation services).
4. Offer career and transfer services supports in conjunction with Student Life including career exploration/clarification tools and potential career-based placements to ensure student career goals align with their program of student. Connect students with transfer institutions when applicable.
5. In conjunction with the Workforce Development Coordinators, assist community members exploring non-credit programming offered at NCCC and career opportunities they lead to.
6. Assist with the expansion of digital, web-based career and advising resources to support students.
7. Inform and collaborate with faculty and College personnel (e.g., LAC Coordinators) regarding any gaps in retention efforts and a plan to develop programming and/or modify existing or develop new supports to serve those needs.
8. Partner with Career Services and departmental directors and program chairs to ensure career guidance is in alignment with general College and departmental advisement.
9. Serve on College committees and participate in College Governance.
10. Develop with supervisor and maintain a professional growth plan.
11. Conduct oneself in a professional manner promoting good relations with College employees, students, parents, local community members, jurisdictional representatives, and visitors.
12. Maintain an awareness of, and function within, the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan, and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).
13. Be cognizant of and maintain appropriate behavior as outlined in all College policies.
14. Perform other duties as assigned by the Vice President for Academic Affairs.

Principal Performance Requirements:

1. Support student onboarding needs to ensure students have the necessary skills to be successful (e.g., access to email, access to D2L/Brightspace).
2. Provide general academic advising including schedule changes and associated financial aid implications (e.g., add-drop, withdrawals, graduation applications), academic progress, warm handoffs and referral to Learning Assistance Centers for academic success resources (e.g., tutoring, study skills, time management) and ADA/504 accommodations where necessary.
3. Provide additional advising supports including connecting students to financial aid and other financial resources (scholarship, emergency funding, food pantry), as well as student wellness resources (counseling, mental health services, transportation services).
4. Offer career services supports including career exploration/clarification tools and potential career-based placements to ensure student career goals align with their program of student.

Minimum Qualifications:

1. **Education:** Bachelor's degree from a regionally accredited college or university; Master's degree is preferred as is higher education experience, particularly in a community college setting. Counseling, Education, Social Work and related degrees are preferred.
2. **Experience:** At least two (2) years in education, higher education or otherwise, is required. Demonstrated skills in communication, engagement, follow-up, and management.

Key Competencies

1. Effective interpersonal, organizational and communication skills, oral and written.
2. Experience working with students in an educational setting, particularly higher education.
3. Demonstrated ability to work collaboratively with internal and external partners.
4. Demonstrated ability to effectively use technology to support the work of the position.

Salary Information:

Salary range is \$46,000-\$52,000/year and is based on experience and level of education.