



SPRING HILL COLLEGE

Forming leaders engaged in learning, faith, justice and service for life.

Position: Academic and Career Advisor

Summary Description:

Reporting to the Executive Director of Career & Academic Success & Advising, the Academic and Career Advisor is a student service professional with a critical role in the College's strategic initiatives that support retention efforts and promote student academic success. The responsibilities of the Academic and Career Advisor include but are not limited to helping students upon application to the College, with emphasis on first-year students; facilitating student orientations; guiding students' career decisions and class selection; tracking the advancement of students and providing academic case management and advising assistance for students; and provide professional guidance, consultation, and expertise related to career services and career development. The Academic and Career Advisor possesses a general level of knowledge on a wide variety of topics in Student Success but also demonstrates a more specific knowledge of one or more subjects and develops that knowledge as an ongoing process, ensuring the delivery of integrated, holistic service to students.

Duties and Responsibilities:

Essential Functions

1. Advises students on all facets of their experience with the College, including but not limited to career exploration and selection, orientation, academic planning, co-curricular engagement opportunities, academic advising, and other student resources.
2. Acts as a catalyst in the academic and social integration of the student into campus life; assists in identifying educational, career, and personal goals; promotes programs and services that assist students with success in their academic career pursuits
3. Identifies and interprets the needs of students and helps faculty and students become aware of the value of academic, career, and counseling services.
4. Helps the institution create a positive learning environment for all students.
5. Responds and outreaches to students through a variety of communication methods, including in-person appointments, telephone, email/chat contacts, and other virtual communication modalities
6. Act as primary first-year advisor for first-time freshmen up to 30 credit hours.
7. Represent student academic advising services during the planning of the College's orientation programs (Badger Connections).
8. Work collaboratively with the Registrar's Office to adjust new students' schedules after awarding credits for AP, dual enrollment, ACT/SAT placement, and placement exams, prior to and post-matriculation.
9. Collaborate with the CASA Director to transition students between advising and academic support interventions when necessary.
10. Serve on campus-wide committees and teams for the purpose of supporting and enhancing student success, including but not limited to the College's early alert system.



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Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the job's essential functions.

1. Willingness and ability to work within a Catholic Jesuit college's mission and educational principles.
2. Knowledge of academic environments and principles of student development theory.
3. Knowledge of the Family Educational Rights and Privacy Act (FERPA) and its implications on office processing of student records.
4. Knowledge of College Board and ACT assessments as well as high school curricula.
5. Knowledge of admissions and financial aid process.
6. Ability to implement academic and career development practices.
7. Ability and desire for continuous improvement and learning academic and career advising best practices.
8. Ability to use judgment regarding the confidentiality of student records.
9. Ability to communicate orally and in written forms.
10. Ability to work with a team.
11. Ability to work some weekends and evenings.
12. Knowledge of computer systems and software of the level to access and compile data necessary for assessment, reporting, and decision-making.

Qualification Standards:

Education & Experience: Bachelor's degree from a four-year college or university. Minimum two to three years related experience and/or training in higher education academic/career advising and support, preferably in a liberal arts college or equivalent combination of education and experience.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT.

To apply, please email your resume to Jordan A. Cockrell, Executive Director, Career & Academic Success & Advising, email jacockrell@shc.edu.