April 11, 2019

ANNOUNCEMENT OF POSITION OPENING

POSITION: ACADEMIC ADVISOR (THREE POSITIONS)
(CC-16, 12-month, tenure track position).

ANTICIPATED STARTING DATE: July 2019

MINIMUM QUALIFICATIONS: Bachelor’s degree in an appropriate field together with one to four years of related experience, or an equivalent combination of experience and training which would lead to the competencies required for successful performance of the position’s essential duties. Incumbents are required to have demonstrated experience in the following areas: Academic and skills assessment methods; Familiarity with physical and learning disabilities; Transfer Credit Evaluation and Graduation Audits; Student advocacy skills; Strong organizational and administrative skills with ability to manage projects to successful completion; Ability to take initiative, work independently, and seek out resources as necessary; Ability to plan, lead, and facilitate both small and large scale events and workshops with groups. Effective oral and written communication and strong information technology literacy skills.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

DESIRED QUALIFICATIONS: Knowledge and direct experience working with at-risk students, adult learners, and first generation students; Experience in the following: Managing and providing student retention services; Project and program management; Banner and Symplicity software. Bilingual desired. Ability to communicate and work effectively with an ethnically and culturally diverse campus community, including the demonstrated ability to respond to and work with diverse and varied student populations.

PREFERRED QUALIFICATIONS: Experience in providing comprehensive interventions related to academic, career, financial, and personal achievement goals; Demonstrated experience in coaching or counseling, case management, resource coordination, and career exploration;

RESPONSIBILITIES: Under the supervision of the Director of Advising and Retention or other administrator, the Academic Advisor is accountable for implementing the academic advising program in order to improve students’ abilities to successfully achieve their educational goals through effective performance in the following functional areas: Academic Advising and Academic Support; Achievement Coaching; Academic Advising Program Development; Student Academic Advising; Maintenance of Academic Advising Materials. In addition to the accountabilities listed above, the Academic Advisor is required to carry out the essential duties of attendance and participation at convocation and commencement ceremonies; service on assigned committees and task forces; attendance and participation at committee, staff, informational and professional meetings. All of these may involve attendance at evening or weekend events.

STARTING SALARY: $53,774 approximate annual, plus excellent State supported fringe benefits.

TO APPLY: Submit a cover letter, resume, BOR Application and three (3) letters of professional reference to:

Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510

Electronically submitted packets preferred to Msirois@gwcc.commnet.edu

Please reference the job title in the subject line when submitted electronically.

APPLICATION DEADLINE: The committee may begin review of applications as early as April 18, 2019. Applications must be submitted before the close of business (5:00pm) on Friday, May 10, 2019. Interviewing will commence at scheduled times beginning no earlier than Monday, May 13, 2019. References will not be contacted without authorization from the applicant.

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. You will receive a written confirmation letter within a week of your submission. A BOR application can be found on our website at Application.

Visit GCC’s website at www.gwcc.commnet.edu.

PLEASE POST-UPDATED TO 3 POSITIONS

GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.