



ANNOUNCEMENT OF POSITION

Academic Advisor, CCP 16

Full Time, 12 Month, Tenure Track Appointment
Open to Candidates Internal to Capital Community College

ANTICIPATED STARTING DATE: December 2018

MINIMUM QUALIFICATIONS: Bachelor's degree in education, psychology, sociology or human services. Candidates enrolled in a Master's Degree in Counseling/Guidance from an accredited institution and previous academic advising experience is preferred. Demonstrated understanding of the mission of the community college; excellent interpersonal and communication skills; ability to work with a culturally and ethnically diverse population; organizational and administrative ability; ability to lead/facilitate workshops and work with groups; computer and technology skills.

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

RESPONSIBILITIES: The Academic Advisor, under the supervision of the Director of Academic Advising will be responsible for: (1) providing academic counseling to new & returning students, explaining policies, procedures, and program requirements; (2) advising students in selecting courses that meet educational and career goals; (3) explaining the college's registration process; (4) explaining course prerequisite requirements; (5) reviews, interprets, and evaluates applicant test scores and other information to determine course eligibility status; (6) providing information on academic major/degree paths and explain degree/certificate programs; (7) assisting students in understanding degree requirements; (8) assisting with group orientations/registration i.e. New Student Registration Sessions; (9) working closely with other academic advisors, counselors, and college faculty and staff in order to provide timely information on course/degree options and college policies; 10) working with students on academic probation

MINIMUM SALARY: \$53,774.00 approximate annual.

TO APPLY: Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ct.edu/hr/employment>) and college transcripts to:

Ms. Josephine Agnello-Veley
Director of Human Resources and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
CA-HRApplclicant@capitalcc.edu

APPLICATION DEADLINE: Application must be postmarked no later than **October 22, 2018**.
No phone calls; submit only one application either electronically or via regular mail.

Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F. Protected group members are strongly encouraged to apply.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Josephine Agnello-Veley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 214, Tel. (860) 906-5002 E-mail: jagnello-veyel@Capitalcc.edu