



## POSITION ANNOUNCEMENT

**Position:** Advising Specialist (five (5) year grant term)

**Job Description:** Southwest Mississippi Community College has an opening for an Advising Specialist for the PBI Grant. The position will assist and support the delivery of SMCC's Academic Advising efforts by providing training for academic coaches and developing and administering academic coaching procedures for the Student Academic Support Center. The position will also collaborate with the appropriate College departments and resources to help develop faculty and student support services. The successful candidate will be a team-oriented professional who is willing to learn and participate in a collaborative setting under the direction of the Title III PBI Grant Administrator and other administrators. This position reports to the Title III PBI Grant Administrator.

**Duties and Responsibilities:** Include but are not limited to:

- Under PBI Director, manage and administer all aspects of the PBI activity related to advising and student support.
- Design, manage Coaching program, collaborating with the Success Center Coordinator
- Establish and maintain effective strategies to promote the success of Black male students in a manner consistent with the objectives and developmental advising rationale.
- Train and evaluate Academic Coaches.
- Assist with evaluation of advising processes and retention, degree completion outcomes.
- Organize and implement professional development for Academic Coaches in advising strategies, including supporting technologies.
- Participate in conferences and webinars focusing on best practices in advising.

**Rate of Pay:** Based on education & experience

**Hours:** Monday – Thursday 8:00-4:30; Friday 8:00-4:00 with a 30-minute lunch

### **Qualifications & Experience:**

Required: Master's degree in Counseling or related field required and at least three (3) years of experience in advising and in directing an academic support program, with background similar to that of the target population preferred.

Preferred: Master's Degree in Counseling or related field and five (5) years' experience in advising and in directing an academic support program, with background similar to that of the target population preferred.

**Contact:** Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: [jknight@smcc.edu](mailto:jknight@smcc.edu).

**Application Deadline:** **May 20, 2022** Failure to include requested application information will preclude applicant from consideration of position.

### **Nondiscrimination Statement:**

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.