



POSITION ANNOUNCEMENT

Position: Advising Specialist: Part-time (five (5) year grant term)

Job Description:

Under the supervision of the Title III Steps to Success Grant Director. This position will support the delivery of SMCC's Academic Advising efforts by providing training for advisors (Faculty and Staff). The Advising Specialist will establish and maintain effective strategies to promote the success of students in a manner consistent with the overall institutional goals and objectives.

Duties and Responsibilities:

- Under the Steps to Success Grant Director, manage and administer all aspects of the activity related to advising and student support.
- Design and manage the Leadership (+) program, collaborate with the Workforce Director in developing internships with local firms.
- Train faculty and staff.
- Assist with the evaluation of advising processes and retention, degree completion outcomes.
- Participate in conferences and webinars focusing on the best practices in advising.
- Compose and type routine correspondence.
- Maintain inner office confidentiality

This job description is not intended to be all-inclusive and the employee will also perform other reasonably related duties as assigned.

Salary: Salary based on education and experience.

Qualifications:

Required: Master's Degree in Education or related field with at least three (3) years of experience in advising and in developing and implementing and/or directing an academic support system. Experience in facilitating professional development and evaluating outcomes.

Preferred: Master's Degree in Education or related field with at least five (5) years of experience in advising and in developing and implanting and/or directing an academic support system. At least two (2) years of experience in facilitating professional development and evaluating outcomes.

Evaluation Criteria:

- Cover Letter, Resume and SMCC Application
- Transcripts (only if applicant is selected by the screening committee for an interview)
- Personal interview (only if applicant is selected by the screening committee for an interview)

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: hr@smcc.edu

Application Deadline: Friday, March 31, 2023

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.