

REPORT TO: Director of Advising
E CLASS: FT 12 Month
FLSA: Exempt

PURPOSE:

The Office of Institutional Research and Effectiveness invites applications for the position of Academic Advisor/Academic Success Coach. This position is responsible for advising freshman and sophomore students, serve as instructor for a section(s) of the course, FYA 101: Orientation the Academy and work on advising projects, as assigned. This is an extremely high visibility position, requiring an individual who can interact with various internal and external constituents. Academic advisors/Academic Success Coaches, like faculty and other professional staff, are central to providing information, guidance, and support with the intent of enabling students to make informed decisions and engage available resources to support academic success and personal and professional growth. The individual will be expected to exercise sound judgment as it relates to dealing with students, faculty, staff, parents, and representatives of outside organizations. He/she must be a resourceful and disciplined who can work in partnership with stakeholders throughout the college community.

REQUIRED QUALIFICATIONS:

Bachelor's degree; master's preferred and at least three (3) years of progressively responsible work in student advising, student services or related student success program.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Advise a caseload of students on curriculum issues, academic progress, and other related matters
- Meet with students regularly to review degree progress and graduation requirements
- Keep up with registration deadlines and help make sure students register on time
- Assist students with any changes in their course of study
- Review career goals with students and help them follow the proper track to reach their goals
- Review placement tests with students to ensure they are fulfilling requirements and are placed in the proper classes or programs
- Review career goals with students and help them follow the proper track to reach their goals
- May teach section(s) of the FYA 101 course each academic year

- Support students through the Proactive (Intrusive) Academic Advising Model which involves implementing an early warning system for students that includes grades, attendance, and classroom behavior
- Identify factors that may inhibit students' success and create an early strategic framework to mitigate them
- Participate in student support programming and recruitment and retention activities, including leading and/or serving on project teams
- Be proficient and comfortable with technologies related to the academic advisor role
- Appropriately manage sensitive and private information
- Possess skills to work with a diverse set of students with a variety of advising needs
- Join professional organization (NACADA) and attend professional development opportunities to stay current
- The official handover of sophomore advisees to major advisors
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

Demonstrated experience and commitment to equity, diversity, and inclusion.

Experienced in providing effective guidance, assistance, advisement and services to students.

Experienced in advanced participant tracking assigned students

Experienced in assisting students from underserved populations.

Experienced in using tact, patience, and courteousness in dealing with sensitive situations.

Knowledge of college services and/or community resources available to students.

Knowledge of laws, rules, regulations of the college

Ability to communicate clearly and effectively, both orally and in writing.

Ability to organize, evaluate, and compile data for various use.

Ability to establish and maintain cooperative and effective working relationships with others.

Ability to plan and organize work/advising schedule for self and assigned students.

Ability to meet schedules and time lines.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to organize, set priorities, and exercise sound judgment within areas of responsibility.

Ability to organize and maintain confidential student and program reports, records, and files.

Ability to learn department and program objectives and goals.

Ability to exercise discretion and confidentiality when interacting with others, as appropriate.

WORK ENVIRONMENT:

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

TRAVEL:

Travel may be required.

***This position description is a general guideline for work behavior and is not intended to be a*

comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** *Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.* Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).