

Academic Advisor (Part Time, Seasonal) (Open Pool) 1 or more  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244295>

Downloaded On: Sep. 13, 2024 10:14am

Posted Sep. 5, 2024, set to expire Oct. 31, 2024

<b>Job Title</b>	Academic Advisor (Part Time, Seasonal) (Open Pool) 1 or more
<b>Department</b>	Advisor
<b>Institution</b>	Quinsigamond Community College Worcester, Massachusetts
<b>Date Posted</b>	Sep. 5, 2024
<b>Application Deadline</b>	10/31/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff Professional Staff
<b>Academic Field(s)</b>	Counseling Services Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5590103">https://apptrkr.com/5590103</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Academic Advisor (Part Time, Seasonal) (Open Pool) 1 or more**

**Category:** Part Time Non-Benefitted

**Department:** Career & Academic Advisement

**Locations:** Worcester, MA

**Posted:**

**Closes:**

Academic Advisor (Part Time, Seasonal) (Open Pool) 1 or  
more  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244295>

Downloaded On: Sep. 13, 2024 10:14am

Posted Sep. 5, 2024, set to expire Oct. 31, 2024

10/31/2024

**Type:** Part Time

**Position ID:** 173753

### **General Statement**

Academic Advisors work with students to ensure their success upon enrollment and throughout the student lifecycle while at QCC. This includes, but is not limited to, articulating and planning short- and long-term educational and career goals, onboarding in group and individual sessions, connecting to campus resources, and liaising with faculty and other support areas as needed. They also provide support to students by creating educational plans and troubleshooting with logistical and academic issues associated with enrollment and goal achievement, all while providing superb customer service with all students and college personnel.

### **Supervision Received**

Reports directly to the Executive Director of Advising, Testing, Career, and Transfer Services

### **Duties and Responsibilities**

- Provides information, assistance and guidance to prospective and newly admitted students regarding the link between students' career goals, QCC majors, and transfer pathways, utilizing various information systems and resources.
- Works collaboratively with Enrollment Services Offices, specifically Admissions, Registrar and Financial Aid, to resolve issues associated with enrollment at the institution. Serve as a liaison to all enrollment and student services offices as needed.
- Orients newly admitted students to the technological resources required to be successful at QCC. This includes, but is not limited to: The Q, student email, Blackboard, Starfish, Self-Registration activities, degree audits, etc. Conducts training sessions for current students on the same. This may occur in individual sessions, groups, or online (email, Zoom, etc.).
- Conducts outreach to students via phone, classroom visits, email and student success platforms as needed to support their success. Interventions may include individual, group, or online sessions around time management, utilizing and interpreting syllabi, connecting students to QCC services such as tutoring and counseling, raising midterm grades, preparing for final exams, study skills, and other topics upon request.
- Collaborates with other offices around programming to further support student goals. This includes Student Accessibility Services, Tutoring Services, Admissions, the Center for Career and Transfer Services, TRiO, Financial Aid, Student Life, etc.

Academic Advisor (Part Time, Seasonal) (Open Pool) 1 or  
more  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244295>

Downloaded On: Sep. 13, 2024 10:14am

Posted Sep. 5, 2024, set to expire Oct. 31, 2024

- As a member of the Advising Center, perform advising functions utilizing a variety of communication methods and technologies. This may include, but is not restricted to: individual appointments, group sessions, classroom presentations, email, Zoom, Blackboard, student success platforms, Zoom, and campaign outreach as needed. Respect and uphold student confidentiality while providing these functions, with the same thoroughness, courtesy and professionalism regardless of the method used.
- Meet with students to assess their progress toward their stated goals, facilitating the creation of a comprehensive Academic Plan for all enrolled students. Engages students in retention interventions as needed, including Registration Preparation sessions.
- Provide proactive advising to a cohort of students as needed or assigned and/or serve as a liaison and resource to students and faculty of specific courses or sections.
- Maintain accurate and thorough records, including the documentation of advising sessions to record student meetings, phone discussions, and or email transactions and interactions.
- Participate in proactive outreach to student cohorts for our early alert strategy, which may include, but is not limited to: missed first class, early alert flags/referrals, low midterm grades, probation/dismissal/reinstatement, incompletes, final grade outreach, cancelled classes, etc.
- Interpret degree audits, placement scores, academic policy and course offerings to assist students in learning how to create their schedules and register for classes. This includes teaching students (either individually or in groups) to access and interpret their own information on The Q and walking them through the self-registration process within the self-help area and/or registering students for classes. Serve as a self-help area, guided advising/self-registration facilitator as needed.
- Maintain current knowledge and expertise in all academic programs. This requires attendance and participation in mandatory departmental staff meetings and voluntary area trainings and updates, as well as reading QCC and NACADA publications and applicable scholarly research as needed.
- Participate in annual evaluations regarding performance of duties, resulting in continual improvement and continuous innovation of the student success and retention initiatives, while maintaining a high level of customer service to students and college personnel.
- Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender,

Academic Advisor (Part Time, Seasonal) (Open Pool) 1 or  
more  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244295>

Downloaded On: Sep. 13, 2024 10:14am

Posted Sep. 5, 2024, set to expire Oct. 31, 2024

- ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Performing other duties as assigned.

Job Requirements:

**Minimum Qualifications**

- Master's degree or Bachelor's Degree with Master's Degree in progress (graduation date within 6 months of hire);
- Prior advising and/or career counseling experience working with a diverse student population in an educational setting.
- Experience with student record and information systems.
- Knowledge of Microsoft Office.

**Preferred Qualifications**

- Experience in a Community College setting.
- Strong oral and presentation skills.
- Demonstrated experience providing excellent customer service.
- Prior experience providing services to diverse populations.
- Bilingual (Spanish, Vietnamese, Portuguese, Albanian, Arabic)

**Notes**

? Monthly staff meetings are mandatory, and held on Friday afternoons, with the exception of the Summer Flex period, where we shift to Thursday afternoons.

?Further training may be required for new initiatives, changing curricula, policies and procedures, and software training/updates.

**Additional Information:**

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age,



Academic Advisor (Part Time, Seasonal) (Open Pool) 1 or  
more  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244295>

Downloaded On: Sep. 13, 2024 10:14am

Posted Sep. 5, 2024, set to expire Oct. 31, 2024

veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=173753>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



Academic Advisor (Part Time, Seasonal) (Open Pool) 1 or  
more

Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244295>

Downloaded On: Sep. 13, 2024 10:14am

Posted Sep. 5, 2024, set to expire Oct. 31, 2024

**Contact**

Advisor

Quinsigamond Community College

,