

Academic Advisor
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250516>

Downloaded On: Dec. 21, 2024 6:04am

Posted Dec. 17, 2024, set to expire Jan. 12, 2025

Job Title	Academic Advisor
Department	Advising
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Dec. 17, 2024
Application Deadline	01/12/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Student Services
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Job Description	

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Academic Advisor

Position Number: B146PD

Starting Wage/Salary: \$59,000 - \$63,000 plus exceptional benefits

Close Date: 01/12/2025

Primary Purpose:

The Academic Advisor is responsible to provide academic advising and career exploration/planning for

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prospective, transfer, returning, and current students on the Bend, Redmond, and Prineville campuses.

Essential Duties and Responsibilities:

Student Advising and Career Exploration

- Provide developmental academic advising to a large caseload of diverse students in all program areas.
- Serve as lead advisor for the Redmond and Prineville Campuses.
- Review academic records and test scores on file for course recommendations.
- Monitor student progress and degree requirements. Guides students in the resolution of individual academic challenges.
- Facilitate and guide individual students major/career exploration and planning.
- Participate in new student entry services including presenting workshops, advising and working collaboratively with faculty advisors in a group-advising format.
- Provide advising support to any student seeking assistance through the CAP Services. This may include preparing students to meet with their assigned advisor, coaching a student on the academic warning petition process, navigating financial aid policies, using CAP Services print and web resources.
- Work cooperatively with internal and external faculty and representatives from COCC and other higher education institutions to provide consistent, reliable, and accurate program information.

Student Success Initiatives

- Collaborate with other departments, faculty, and staff to promote student success.
- Support and implement student support programs related to primary responsibilities of the position.
- Participate in the CAP Services team to support a shared vision of excellence in student services.

CAP Services and General Duties

- Actively support systematic assessment including routine measurement and evaluation. Participate in continuous improvement by assessing, developing, and recommending changes and/or improvements to CAP Services Director and Assistant Director.
- Engage in professional development activities to remain current in industry standards for academic advising, including but not limited to conference attendance, professional memberships, webinars, and professional publication review.

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- Serve on College committees as assigned.
- Assist with CAP Services and college events as assigned.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Excellent personal and public relations skills; must be able to communicate effectively with students, staff, and the public from diverse cultural, social, economic, and educational backgrounds.
- Ability to understand complex academic environments, develop knowledge of basic college degree concepts (degree intent, general education, major, transfer practices, etc.), and provide accurate and timely information to students and staff.
- Knowledge of developmental advising concepts and ability to develop a basic knowledge of all COCC program requirements.
- Knowledge of the career development process and self-assessment tools.
- Ability to use appropriate technology tools to accomplish the job functions and to collect data and communicate.
- Knowledge of Windows operating system, software applications such as Word, PowerPoint, Excel, and Outlook.
- Ability to learn basic functions in database reporting program ARGOS and COCCs Student Information System/Banner, work with and produce web-based content, manage the current scheduling system, and use standard office equipment.
- Ability to guide students to use basic student technology such as their student online account.
- Ability to exercise independent judgment and decision-making.
- Responsive to all students, faculty, and community employers as customers.
- Ability to communicate effectively, both orally and in writing, using the English language with or without the use of an interpreter.
- Ability to maintain the confidentiality of records including student information and records.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.

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Minimum Requirements:

Education

- Bachelors degree in education, student affairs, psychology or related field.

Experience

- Two (2) years of related professional work in K-20 education, higher education student affairs, social service, community outreach, or related area.

Preferred Qualifications:

Education

- Masters degree in education, student affairs, advising, or related field.

Experience

- Experience working at a community college.
- College advising experience.

To apply, visit <https://jobs.cocc.edu/postings/10949>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and



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equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Advising
Central Oregon Community College

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