

Academic Advisor, Full-Time Faculty (2 positions)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251489>

Downloaded On: Feb. 24, 2025 8:28pm

Posted Jan. 13, 2025, set to expire May 8, 2025

**Job Title** Academic Advisor, Full-Time Faculty (2 positions)  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jan. 13, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Student Services  
Educational Services  
Counseling Services

**Apply Online Here** <https://www.click2apply.net/yAa85EfwJdkpoTyleHWMEk>

**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Academic Advisor, Full-Time Faculty (2 positions)



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Requisition Number: FAC00485

### General Description

**The Department of Advising invites applications for a full-time, tenure-track faculty Academic Advisor for the 2025-2026 academic year.**

This position is integral to our dynamic and growing department, reporting to the department head of Academic Advising. Faculty Academic Advisors provide proactive advising to current and prospective students, assisting them in exploring their choice of major and career goals while creating educational plans for academic and social success. Please note - this is a non-teaching role.

In this role, you will deliver extensive academic advising to a caseload of students through individual and group sessions, both in-person and virtually. Responsibilities include interpreting placement test scores, facilitating New Student Registration Events, and staying updated on institutional changes. You will track student progress, utilize technology-enabled advising tools, and connect students with appropriate resources and support services. Strong communication skills are essential as you advocate for students and foster relationships across departments. Additionally, you will engage in ongoing professional development and assessment of advising services to enhance student success. If you are passionate about empowering students and committed to their educational journeys, we encourage you to apply!

#ID23

### College Intro

*Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.*

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*Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.*

### **Specific Responsibilities**

- Provide extensive and proactive academic advising to a caseload of students utilizing both individual and group formats via in-person and virtual delivery systems.
- Review and interpretation of placement and other standardized test scores, courses prerequisites, explains development course sequencing and recommends appropriate courses for students intended plan of study.
- Lead and facilitate New Student Registration Events for first-time college students.
- Stay abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, updates in college-wide initiatives, transfer requirements, and state and federal mandates.
- Recommend appropriate courses and course load based upon students' abilities, personal obligations, and career goals.
- Utilize the Starfish Retention system to assess progress of students. Follow-up with students and faculty on Early Alert warnings.
- Employ technology-enabled advising tools, such as, electronic degree audits, educational plans, and communication tools.
- Responsible for case management of assigned students in which a meaningful rapport is developed. Conducts proactive outreach and monitors assigned students' progress toward completing their educational goals.
- Maintain regular communication with students via email, phone, and social media outlets.
- Understand the institutions interpretation of FERPA rules for the student release of information to faculty, parents, and students.
- Stay current in professional knowledge of advising theory, current literature, and best practices in academic advising and building information technology skills to enhance work performance.
- Implement new advising initiatives related to the Guided Pathways model.
- Connect students to appropriate resources, support services, and educational experiences. This may include, but is not exclusive to: Learning, Labs, Counseling, International Student Services, Financial Aid, Center on Disability, Veteran Affairs, and Student Life.

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- Advocate for students, when appropriate, with faculty and other on- and off-campus offices.
- Serve as a liaison and foster intentional relationships with other advisors, offices, departments, and other colleges and universities.
- Facilitate and/or participate in ongoing advisor training for faculty.
- Engage in assessment processes to conduct assessment of academic advising services and use results to enhance services; participate in College-wide assessment projects of academic advising services.
- Evaluate and determine the transfer of credits; research course descriptions to determine transferability.
- Cognitively guide students to develop accountability for their decisions and an understanding of how those decisions impact their success.
- Closely monitor students to proactively identify at-risk scenarios and identify opportunities to develop, implement, measure, and improve academic success strategies.
- Develop advising materials and presentations to support individual and group student sessions. Performs classroom presentations and implements advising/transfer/career research exercises for classroom groups.
- Deliver quality customer service to both internal and external constituencies in a professional, helpful, and courteous manner.

### **Minimum Qualifications**

- Master's degree required in education, counseling, college student personnel, psychology, or closely related field. Any and all degrees must be from a regionally accredited institution of higher education.
- Three (3) years full-time academic advising experience (in the last five (5) to seven (7) years) at an institution of higher education required.
- Demonstrated commitment to student-centeredness.
- Excellent communication skills and interpersonal skills that include approachability and good listening skills.
- Demonstrated knowledge of academic advising principles, policies, and practices, especially as applied to higher education.
- Established knowledge of student developmental theory and ability to effectively guide students toward setting and reaching goals.
- Possess the ability to disseminate accurate information, to give appropriate guidance, and to be knowledgeable about college and degree requirements.
- Ability to work collaboratively with colleagues and demonstrated interpersonal skills.
- Knowledge of FERPA privacy regulations and the ability to handle confidential information.

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- Ability to work both independently as well as collaboratively.
- Ability to work varied hours, including evenings, weekends, and travel to regional campus locations.
- Demonstrated proficiency using Microsoft Word and Excel.
- Demonstrated ability to exercise good judgment and sound decision-making.
- Ability to maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, linguistic, ideological, and ethnic background.

### Preferred Qualifications

- More than three (3) years of academic advising experience preferred.
- In-depth knowledge and experience with applying retention strategies for student success.
- Understanding of, and experience with, technological advising tools, such as Starfish Retention system, electronic degree audits, communication tools, etc.
- Established knowledge of how and when to appropriately guide students to additional campus resources that are needed.
- Ability to work in a fast-paced work environment.
- Community college experience.
- Demonstrated experience teaching diverse student populations and addressing equity gaps.
- Demonstrated experience teaching within a community college.
- Bilingual or other language proficiency.

Work Location: Main Campus, NERC, CATC, NWRC

### Benefits Summary

#### Benefits:

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

#### Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)

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- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

**Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5 or 6

Min Salary/Hourly Rate: \$72,923

Max Salary/Hourly Rate: \$111,149

Job Posting Open Date: 11/15/2024

Position Type: Faculty

Employment Status: Full-Time

**Special Instructions to Applicants**

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?
  - CareerBuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle of Higher Education
  - Indeed.com
  - InsideHigherEd.com
  - Community College of Philadelphia Website
  - HBCU Career Center
  - Higher Education Recruitment Consortium (HERC)
  - Al Dia DIVERSECity Career Fair
  - Neighborhood Job Fair & Resource Village (Temple University)
  - Other
2. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. \* Do you have a Master's degree in Education, Counseling, Psychology or a related field?
  - Yes
  - No
4. \* Do you have Three (3) years full-time academic advising experience (in the last five (5) to seven (7) years) at an institution of higher education?
  - Yes
  - No
5. \* Do you have in-depth knowledge and experience with applying retention strategies for student success; as well as an understanding of, and experience with, technological advising tools, such as Starfish Retention system, electronic degree audits, communication tools?
  - Yes
  - No
6. \* Do you have knowledge of FERPA privacy regulations and the ability to handle confidential information; as well as knowledge of academic advising principles, policies and practices especially as applied to higher education?
  - Yes

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- No
- 7. \* Do you have experience working at a community college?
  - Yes
  - No
- 8. \* Are you bilingual or multilingual?
  - Yes
  - No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Curriculum Vitae
3. Cover Letter/Letter of Application
4. Unofficial Transcripts
5. References

### Optional Documents

1. Teaching Philosophy
2. Writing Sample
3. Letters of Recommendation
4. Other Document ( See Special Instructions to Applicant)

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**Contact Information**

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

**Contact** Abby Ametrano Aametrano@ccp.edu  
All Jobs  
Community College of Philadelphia