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| /Users/00952572/Desktop/test header image.pdf*ANNOUNCEMENT OF POSITION OPENING* **INTERNAL SEARCH** | |
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| **POSITION:** | **ACADEMIC ADVISOR – CAREER SERVICES**  Full time CCP-16 (12-month, Tenure-Track Position) |
| **ANTICIPATED**  **STARTING DATE:** | November 2019 |
| **MINIMUM**  **QUALIFICATIONS:** | Bachelor’s Degree in education, counseling, or an appropriately related field with one year of advising and counseling experience in an academic setting. Effective oral and written communication. Strong information technology literacy skills. Candidates must have the ability to communicate and work effectively with an ethnically and culturally diverse campus community.  Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. |
| **PREFERRED**  **QUALIFICATIONS:** | Experience working in a higher education environment; Demonstrated knowledge and abilities in academic advisement and career development of students. |
| **RESPONSIBILITIES:** | Under the supervision of the Dean of Academic Affairs, the incumbent is responsible for both academic advising and career counseling in order to improve students’ abilities to successfully achieve their career and educational goals. This will be accomplished through effective performance in: guiding and advising students in academic, personal, career, and social programs; explaining academic policies, procedures and program requirements including course prerequisite requirements, evaluating applicant test scores, assisting students in understanding degree requirements, and collaboration with faculty and staff on appropriate actions and assistance for student issues requiring special attention. |
| **MINIMUM SALARY:** | $ 55,656 approximate annual, plus excellent State supported fringe benefits. |
| **TO APPLY:** | This position is an internal search and is open to Tunxis employees only. Submit a completed CSCU application (available here: <http://www.ct.edu/files/pdfs/Employment-Application.pdf> ) and current resume electronically to: [tx-hr@tunxis.edu](mailto:tx-hr@tunxis.edu) Subject line: Academic Advisor-Career Svcs |
| **APPLICATION**  **DEADLINE:** | Application materials must be received by **11/11/2019** |
| For more information about Tunxis Community College, please visit our website: [www.tunxis.edu](http://www.tunxis.edu)  ***TUNXIS COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.***  ***PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.*** | |