

Career Pathways Advisor – Disability Services

Edison State Community College invites qualified candidates to apply for the full-time position of Career Pathways Advisor - Disability Services. The Career Pathways Advisor - Disability Services is an integral part of student support at Edison State by providing holistic academic advising and career development guidance for new and continuing students. The Career Pathways Advisor - Disability Services will assist students in clarifying and achieving realistic goals for personal, social, educational, and career success. Each Career Pathways Advisor also serves as lead in working with a career pathway and a select student population.

To be considered candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer

Career Pathways Advisor Responsibilities:

- Provide enrollment and holistic advising services that include developing personal, social, academic, and career strategies for Edison State students in an assigned Career Pathway.
- Follow a prescribed model of holistic advising that promotes connection and a proactive approach when working with students.
- Develop, implement, and coordinate registration, retention, and completion activities for students in assigned pathway as well as select student groups.
- Provide guidance on all stages of the career process including major selection, career selection, internship referrals, resume writing, and job searching.
- Foster self-advocacy and independence by teaching students how to navigate online systems and processes while connecting students to information and learning opportunities.
- Establish regular communication and meetings with assigned students to encourage continued success and completion as well proactively address issues that may arise.
- Work cross-divisionally and collaboratively college-wide with Student Affairs, Instructional Divisions, and IT for the purpose of increasing student success, retention, and completion targets.
- Partner with pathway faculty to continue advising students using their educational plan to guide them through completion of their program leading to graduation approval and possibly transfer.
- In collaboration with the regional campus advisor, support regional campus students by scheduling advising sessions at those locations during key times of the recruitment and registration cycle.
- Using Advise Early Alert software, counsel students who are in academic jeopardy (probation, readmit and at-risk students) as part of the holistic advising model in order to promote academic success and retention.

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- Use Colleague system or additional student tracking software to verify majors, courses, transfer credit, and other information relative to the advising process.
- Maintain and uphold FERPA regulations.
- Attend scheduled advising training sessions and stay abreast of curriculum and policy changes.
- Participate in special advising initiatives and projects.
- Other duties as assigned.

Disability Services Responsibilities

- Arrange accommodations for eligible students with disabilities.
- Serve as the campus expert in state and national guidelines concerning students with disabilities on campus.
- Implement and uphold procedures that reflect the guidelines established by state and national laws and organizations.
- Oversee applications, paperwork, and eligibility.
- Preserve the confidentiality and security of paperwork and records.

Required Knowledge, Skills, and Personal Qualifications:

A background in academic advising, counseling, education or related field is desirable. Must possess strong organizational and leadership skills, excellent customer service, communication and advisement skills, with the ability to work with a diverse student population and the community at large. Strong computer and technical skills required in Microsoft Office. Ellucian Colleague, Advise, Student Planning or related student data software experience a plus.

Required Educational Background:

Bachelor's degree required. Master's degree preferred.

Required Experience:

Three to five years of related experience. Serving populations within a community college setting is preferred.

Other:

Occasional evening and weekend work required.

Supervises following staff:

This position supervises student workers employed in Student Affairs.