**Student Affairs Academic Advisor**

**The Opportunity:** Columbus College of Art & Design is seeking qualified candidates for a Student Affairs Academic Advisor. This full-time position works as part of a team of advisors responsible for providing holistic, developmental, and strength-based academic advisement to undergraduate students; provide expert guidance regarding the curricular requirements of select academic majors; respond to questions or concerns from students and provide current and accurate information regarding academic policies and procedures; Interact with students in a manner consistent with the mission and core values of CCAD’s Student Affairs Office; outreach and provides appropriate referrals; offers support and coaching to academically at-risk students and those with academic skill deficiencies. The Academic Advisor will provide excellent customer service and possess the ability to create a welcoming and supportive environment for all students.

**The Process:** The Search Committee invites applications, email only, to humanresources@ccad.edu. Please place “Advisor” in the subject line. Attachments should include a cover letter and resume which addresses the qualifications outlined in the job description below.

**The Timeline:** Review of applications will begin immediately and continue until the position is filled.

**The College:** Founded in 1879, CCAD is committed to delivering a world-class art and design education with engaged staff and faculty who are dedicated to the quality experience of CCAD’s programs and their ability to develop students’ professional capacity as creative leaders able to impact culture and commerce. CCAD is an EO/VET/Disability Employer. The administration, faculty, staff and students embrace diversity and prohibit discrimination on the bases of race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status, sexual orientation, gender identity or expression or any other legally protected class status.
ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (other duties may be assigned)

- Counsels all students/parents in registration, course selection, academic opportunities, major selection, academic policies, and degree requirements on a walk-in and appointment basis.
- Maintains a close working relationship with other college offices and student support services including: Financial Aid, Career Services, Learning Support Services, and the Bursar.
- Manages problems, concerns or situations with students in regards to their academic experience and degree progress.
- Guides students in establishing personal and career goals.
- Serves as the lead advisor for undecided students, re-deciding students, and first-year students.
- Assumes responsibility for educating students on the registration process.
- Aids the Director of Advising in monitoring degree progress and maintaining academic plans.
- Assists Director of Advising with creating and facilitating informational advising workshops/sessions.
- Assesses processes and policies critically and makes recommendations for improvement.
- Assists in preparing reports and distributing data to members of the college community as appropriate.
- Collaborates with academic departments in establishing academic policies and requirements.
- Utilizes proactive outreach strategies engage students in need of specialized academic advising (i.e. undeclared students, transfer students, freshmen, at-risk students, graduating students, students not registered).
- Coordinates internal course balancing and mass registrations (i.e., freshmen registration).
- Handles data entry and processing of administrative forms.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual should have strong interpersonal skills, the ability to adapt in a fast paced environment, coordinate multiple projects simultaneously, and efficiently take direction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Experience with Microsoft Office Suite required, SCT PowerCampus experience preferred.

EDUCATION and/or EXPERIENCE
Bachelor’s degree or equivalent from four-year college; minimum of one year experience in academic advising; 2-3 years experience preferred; experience with data entry; demonstrated ability to coordinate multiple working tasks; ability to manage difficult situations regarding students and/or parents; knowledge and understanding of student development theory a plus as well as having a background in art or design.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms.
- The employee frequently is required to stand; walk; and use hands to finger, handle, or feel.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate, occurring in an open space with standard office equipment noise, as well as scattered conversation.