



*Job Posting*  
**Academic Advisor (Abilene)**

**Date Posted:** March 24, 2020  
**Posting End Date:** Until Filled

Cisco College is accepting applications for the position of Academic Advisor. The position will be based at the Abilene Campus of Cisco College in Abilene, Texas. A Bachelor's degree and/or experience working in a college setting is required. The Academic Advisor provides academic advisement for college programs and conducts recruitment activities. This position requires assisting students in identifying and understanding issues and procedures related to their educational objectives. The position is a full-time, 12-month position with benefits. Resume packages will be received until the position is filled. Resume packages are received via mail, fax, and email, but email is preferred.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

***Please note:** A complete resume package must include a cover letter, completed **and signed** Cisco College Application (available on the "Employment" Page of our website at [www.cisco.edu](http://www.cisco.edu)), resume or CV, and unofficial copy of transcripts. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.*

**Please submit your resume package to:**

Shelli Garrett  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100  
[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)

**Cisco College is an Equal Opportunity Employer**

# Cisco College

## Job Description

**Job Title:** Academic Advisor (Abilene)

**Reports to:** Director of Academic Support Programs

### **Job Summary**

The Academic Advisor provides academic advisement for college programs and conducts recruitment activities. This position assists students in identifying and understanding issues and procedures related to their educational objectives. Being able to work with a wide range of individuals in a variety of capacities is important to this position. Sensitive and confidential material is managed by this position and strict confidentiality is required.

The Academic Advisor will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the college mission, and to cooperate and work harmoniously with college personnel and the public. All college employees are expected to follow college policies, rules, regulations, and guidelines that relate to the specific position.

### **Primary Duties**

1. Provide academic advice and guidance to students on Pathways degree programs and course planning.
2. Provide input on probationary status decisions.
3. Assist students with developing degree plans that achieve educational goals.
4. Deliver academic advice to prospective and currently enrolled students.
5. Assist incoming students with admission/registration process.
6. Review academic records and test scores on file for proper course recommendations.
7. Partner with Faculty, VA program, Financial Aid, Dual Credit, Distance Education, and other college constituents to engage students with academic support programming and services for completion and retention purposes.
8. Monitor student progress and degree requirements. Verify completion of degree requirements.
9. Direct students to counselor when appropriate and works closely with counselors to regularly evaluate advisement including degree plans and steps to address student needs.
10. Work collaboratively with other advisors and staff in developing specialized programs for students' academic development.
11. Maintain records of student contacts. Prepare various academic and advising reports.
12. Represent the college in a professional manner to all constituencies and the general public; create a friendly and professional office atmosphere.
13. Perform other related duties as assigned.

## **Minimum Qualifications**

1. Excellent computer applications skills
2. Effective written and verbal communication skills
3. Proven ability to learn and practically apply new concepts
4. Ability to work well with faculty, staff, students, and the general public
5. A Bachelor's degree and/or experience working in a college setting
6. Disability services and ADA expertise preferred.