NOTICE OF VACANCY
Posting Date: May 15, 2014
Academic and Student Affairs Division
Application Deadline: May 27, 2014
Full time MCCC Unit Professional with Benefits

ACADEMIC COORDINATOR

General Statement of Duties: Under general direction, this position coordinates activities pertaining to academic advisement and academic support for students. Employees in this classification perform advisory work, academic and career advising. Position is also responsible for coordinating the delivery of advisement services through assigned staff. Performs related work as directed.

Supervision Received: Dean of Student Life (or Designee)

Supervision Exercised: College Work Study Students

Examples of Essential Functions:
(The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

- Coordinates the provision of academic advising services to assist students in developing academic plans of study (i.e. assists in developing, coordinating, and managing daily operations of Advising Center; implements year-round academic advising program; recommends reinstatement or suspension of students).
- Provides comprehensive academic support services to students eligible for Student Support Services grant services (i.e. assesses, advises, and registers incoming general studies students who are not yet in Student Support Services).
- Coordinates remedial support for at-risk students (i.e. identifies students at risk; monitors academic progress or at-risk students; coordinates intervention programs for students at-risk).
- Provides support for faculty advising system (i.e. trains faculty and professional staff advisors; instructs/aids faculty with student advisees; develops training materials for faculty advisors; coordinates projection and distribution of advisement information sheets; coordinates advising component of orientation and registration).
- Performs academic advisement to caseload of students (i.e. career advising, career assessments, transfer advising; screens, interviews, evaluates and processes incoming students for general studies competency and registers into appropriate academic curricula; provides college transcripts and schedules for students; assists students in registering, adding, dropping, or withdrawing from courses; assists students in obtaining developmental and tutorial assistance; assigns academic advisors and notifies students/faculty of advisor assignments; prepares/analyzes graduate review; prepares end-of-semester reports).
- Performs administrative tasks associated with departmental activities (i.e. maintains student files, counseling notes, and contact logs which document student advisement sessions; conducts research; provides data on students and program components to assist director with proposals and reports; prepares semester summaries, advisement summaries, incident reports, student records, degree audits, individual education plans, instructional materials, registration forms, drop/add forms, recommendation letters, purchase orders, operates computer and utilizes word processing, spreadsheet, database, computer aided instruction, desktop publishing, email, or other software programs).
• Interacts with various agencies/individuals (i.e. attends meetings; works with Deans and Department Heads to develop resources/procedures for improving participants’ achievement; communicates with supervisor, employees, other departments, students, interns, tutors, faculty members, other academic institutions, crisis centers, the public, local businesses, outside agencies, and other individuals to coordinate activities, review status of work, exchange information, or resolve problems).
• Coordinates activities of student workers, interns or other assigned staff (i.e. plans the work of others and allocates personnel; prioritizes, assigns, reviews and coordinates work; assists with complex or problem situations and provides direction; response dot employee issues and concerns; interviews and recommends selection of new employees).
• Maintains professional knowledge in applicable areas (i.e. reads professional literature, researches new trends and advances in the profession; attends workshops/ training sessions).

**Minimum Requirements:**
*(All candidates must have the legal right to work in the United States)*
- Masters Degree in Education, Counseling, Sociology, or closely related field;
- At least five (5) years experience and/or training that includes academic advisement, academic placement, counseling, career development, math/electronics teaching, or program/project management; or an equivalent combination of education, training, and experience.
- Customer service experience in a multicultural college environment
- Proficiency with Microsoft Office suite, especially Word and Excel

**Compensation:**
Annualized Salary Range: $57,330.00 - $80,317.00 (Pay Grade 6). Actual salary will be determined using MCCC collective bargaining agreement guidelines.

**Application Deadline:**
The deadline for applications for this assignment is: May 27, 2014.

**Equivalency Statement:**
Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position in order to receive further consideration.

**To Apply:** To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:

Roxbury Community College  
Human Resources Department, re: Academic Coordinator  
1234 Columbus Avenue  
Roxbury Crossing, MA 02120  
Email: jobs@rcc.mass.edu  
Fax: 617-541-5365  
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action or Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.