



Terra is pleased to announce the following open position:

All positions contingent on funding

POSITION

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| Position Title | Academic Advisor – Distance Learning (grant funded) |
| Reports to | Division Dean, Arts & Sciences and Business |
| Department | Academic Service Center |
| Is this position a supervisory position? | No |
| Office Location | B108 |

SCOPE

Summary of Posting

Builds relationships with students enrolled in online coursework. Provides academic advising services for continuing students and assists with outreach activities. Subscribes to the philosophy of a team approach to proactive, developmental advising; maintains an understanding of and adapts to emerging technologies and their impact on instructional programs. Implements and assists with specific initiatives that enhance the retention of students. Ensures that academic advising team remains updated on changes in distance learning offerings.

Job Responsibilities

Provide academic advising for distance learning students, as well as other current students. Academic advising may require some virtual hours.

Assists with both distance learning student and classroom-based student advising.

Coordinates peer mentor program for distance learning students.

Coordinates distance learning student needs with other distance learning personnel, academic division or support services, when appropriate.

Evaluates and recommends changes and improvements for distance learning offerings and initiatives.

Remains knowledgeable of Terra's academic programs and College services. Specifically remains current in college practices and policies associated with Distance Learning offerings. Ensures that academic advising team remains updated on changes in distance learning offerings.

Clarifies students' goals, helps create, and proactively maintains a personalized student advising plan to help students reach those goals.

Refers students to appropriate College services when encountering academic or life development difficulties.

Analyzes and interprets COMPASS or other placement results.

Maintains familiarity with practices of NACAC and NACADA.

Implements college retention and student success initiatives.

REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Bachelor's degree in education, psychology, communication, business or related field required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

Two years experience advising/counseling or related experience required. Demonstrated experience with distance learning instructional delivery and support required.

What field(s) should the training or degree be related to?

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Items preferred, but not required (if applicable)

Master's degree strongly preferred.

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| Knowledge | <p>Proficient in word-processing, internet and e-mail.</p> <p>Demonstrated knowledge of distance learning modality options.</p> <p>Demonstrated knowledge of college distance learning course sequence.</p> <p>Demonstrated knowledge of college degree program requirements.</p> <p>Must have computing skills for the ability to use with various software applications and the Internet.</p> |
| Skills | <p>Effective verbal, written and listening communication skills</p> <p>Effective problem solving skills.</p> |
| Abilities | <p>Demonstrated ability to multitask and manage in a dynamic, changing environment desired.</p> <p>Ability to advise a variety of students with distance learning techniques.</p> <p>Ability to interact with a variety of personnel across a broad spectrum of college departments.</p> <p>Demonstrated ability to work as a team player, and collaborate with colleagues.</p> <p>Demonstrated ability to work with a diverse group of student, faculty and staff.</p> |
| Other Characteristic (Personality, Attitude, Social Presence, etc.) | |

COMPENSATION INFORMATION

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| Job Classification | Professional Staff |
| Job Type | Part-Time |
| Category | Exempt (salaried) |
| Recruitment Type | External Posting open to general public |
| Union Position | No |
| Grade (if union position) | |
| Work Schedule | Position requires work hours during some evenings and occasional weekends. |
| Hiring Range (Min - First Quartile) | Range begins at \$13.50 per hour |

ADDITIONAL POSTING INFORMATION

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|------------------------------------|---|
| Job Open Date | 22-Apr-09 |
| For Full Consideration Apply By | |
| Application Review Date | |
| Job Close Date | Open until filled |
| Required Application Materials | Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor. |
| Other Special Instructions | Please express your interest in this position by submitting your materials to: Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu |

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