



Date: December 8, 2017
Title of Position: Director of Academic & Career Advising
Salary: \$68-\$74k commensurate with education and experience
Effective: February 2018

Position Summary: Reporting to the Vice President for Student Affairs & Enrollment Management, the Director manages the Academic and Career Advising functions, which includes the academic advising team, career and transfer offices. The Director provides vision and leadership with particular emphasis on providing proactive services and guiding high-quality student interactions in the areas of academic advising, career and transfer services, service learning, and experiential learning. The Director provides college-wide professional development and leadership in advising as well as assists the Vice President in the preparation and implementation of department-wide initiatives, procedures, and controls. The Director analyzes existing goals and programs and recommends improvements. The Director works with the Dean of Enrollment Management to lead retention efforts through the Title III grant. The Director ensures that project/department milestones and goals are met while adhering to approved budgets. (See attached Position Description for more details)

Qualifications: Master's degree in a related field; with at least three years of experience and/or training involving academic and/or career advising and student development theory and practice. Demonstrated progressive growth within the field of academic and/or student affairs.

Additional information: Source of Funding: College Funded
Area of Assignment: Student Affairs & Enrollment Services

MCCC AFSCME DCE Non-Unit Full-time Part -Time

Application Procedures: For consideration, please submit cover letter, resume, names and telephone numbers of three (3) recent professional references to Heidi Bailey, Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201 hbailey@berkshirecc.edu.

Application Review begins on January 8, 2018 and continues until position is filled. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to the Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext. 1022, Susan B. Anthony Annex Building, Room A19.

**BERKSHIRE COMMUNITY COLLEGE
POSITION DESCRIPTION SPECIFICATION**

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Essential Functions:

1. Manages daily operations and provides leadership and vision for BCC's Academic and Career Advising functions. Supervises all staff and ensures proper training of staff. Works closely with the academic advising team, including managing advisor assignments. Oversees the accurate and timely transfer in of credits.
2. Coordinates and directs departmental projects, events and initiatives. Oversees training and development of the EAB platform. Leads Student of Color support initiatives. Directs New Student Registration events.
3. Works closely with academic counselors and with faculty advisors to ensure a seamless and effective advising system for all students from start to finish.
4. Works directly with students to accomplish their educational goals, as needed.
5. Participates in college-wide retention efforts including participation on the Enrollment Management and Student Affairs Leadership teams.
6. Examines and assesses trends and new philosophies in academic advising, career and transfer services including service and experiential learning. Evaluates departmental policies, procedures, programming and goals and integrates new ideas and initiatives.
7. Meets regularly with the Vice President for Student Affairs and Enrollment Management to develop and assess philosophy and strategies for the institution's advising strategies.