



ASNUNTUCK COMMUNITY COLLEGE JOB OPPORTUNITY

Academic Advisor-504/ADA & Social Services Coordinator CCP 16 – Educational Assistant, Full-Time (35 hours/week)

ANTICIPATED

STARTING DATE: December 2018

MINIMUM

QUALIFICATIONS:

A Bachelor's degree required in a field closely related to this position's specialty along with from one to four years of advising experience; or a combination of education, experience and training which would lead to the competencies required for successful performance of the position's major responsibilities. The Academic Advisor – 504/ADA & Social Services Coordinator is also required to have demonstrated knowledge, skills and abilities in the following areas: Types of disabilities, required interventions, and aligned academic adjustments; Laws and regulations applying to students with disabilities; Assessment and diagnostic testing methods and instruments for college students with disabilities; Advising students with disabilities; Implementation of academic adjustments and assistance for students with disabilities; Effective relationship building skills with community resources and agencies; Computer and technology proficiency; Effective oral and written communication; Understanding of the mission of the community college; Excellent interpersonal communication skills; Highly approachable with proven student advocacy skills; Strong organizational and administrative skills with ability to manage projects to successful completion; Ability to take initiative, work independently, plan, lead and facilitate both small and large scale events and workshops; Ability to build and maintain relationships with students, faculty, staff, and outside agencies; Ability to mentor and work with a culturally and ethnically diverse student population; Maintaining confidentiality and adhering to FERPA guidelines.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

PREFERRED

QUALIFICATIONS

Candidates enrolled in or possessing a Master's Degree in Higher Education or Counseling from an accredited institution with two to five years of academic advising experience in higher education is preferred.

RESPONSIBILITIES:

The Academic Advisor-504/ADA & Social Services Coordinator, under the supervision of the Director of Advising and the Dean of Students, is responsible for academic advising, coordination of disability services, and will serve as the point person for social services and community resources. This will be accomplished through effective performance in: Providing academic advising to students, discussing educational and career goals, and selecting courses to fulfill specified goals; Assisting students in understanding degree requirements and available advising resources, including technology and available self-service portals/programs; Explaining academic policies, procedures, and program requirements including course prerequisite requirements and sequencing of courses for successful program completion; Reviewing, interpreting, and evaluating applicant test scores and other information to determine gateway course eligibility status; Training faculty, staff on the guidelines set forth by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA); Developing, maintaining, and educating the campus community as well as prospective students and families on the process for requesting disability services and the required documentation necessary to provide appropriate academic adjustments; Demonstrating an understanding and staying current with issues pertaining to students with disabilities, as well as upholding ADA/Section 504 compliance.; Building and establishing close working relationships with social services agencies and resources, thereby making the campus aware of resources and services available to students for overall well-being; Serving as point-person for faculty, staff, and students regarding any Disability Services concerns or questions as well as referrals to social services and community resources; Providing training, educational programming, and resources for faculty, staff, and students on issues affecting students with disabilities and available social services agencies and community resources; Managing the Disability Services budget, which involves planning for program services and costs and monitoring essential expenses; Make student referrals to social service agencies and community partners as needed.

MINIMUM

SALARY:

\$53,774 approximate annual, including a full State of Connecticut benefit package.

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check.

- Letter of Intent
- Resume
- Names and contact information of three (3) professional references
- Typed Board of Regents Employment Application
- Unofficial Transcripts

You may email your application package to AS-Studentservices-HR@asnuntuck.edu

**APPLICATION
DEADLINE:**

Application materials must be received on or before December 14, 2018

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community college, 170 Elm Street, Enfield, CT 06082.