Granite State College is seeking an Academic Advisor for an 80% schedule for our Littleton location. Reporting the Senior Academic Advisor, this 80% salaried position provides campus services to students pursuing academic programs, with responsibilities spanning the functions of admissions and recruiting, financial aid, academic advising, individualized program planning and career planning. Some evening availability will be required as courses run in the evenings. This is a one-person office so comfort working independently and alone is critical.

Primary responsibilities include academic advising, recruitment, outreach, student success coaching, retention, and evaluation of transcripts and prior learning. Financial aid counseling and career advising are also components of this position.

Specific responsibilities include, but are not limited to, the following:

- Serve as initial contact for interested students with responsibility for recruiting new students into degree programs; preliminary evaluation of transfer credits; preadmissions skill testing; initial program planning, preparing necessary applications material for admission.
- Responsible for advising students enrolled in academic programs on appropriate academic courses for each term, providing career development life planning activities, supplying special assistance to “at-risk” students, and monitoring the academic progress of all assigned students.
- Plan, organize, and direct recruiting activities related to incoming students, including visiting secondary schools, community colleges, community events, and workplace resource fairs.
- Provide individualized curriculum design by assisting students with preliminary phases of contract learning and self-design proposal formulation.
- Advise all assigned students who are at risk of losing financial aid eligibility due to not making academic progress. Prepare academic plans and coach students through appeal process as appropriate.
- Assist student with disabilities work with faculty in the implementation of approved accommodations.
- Assist faculty in resolving difficulties with students, and provide them with appropriate information about academic expectations/policies as needed.
• Responsible for public relations activities through appropriate information/orientation sessions, on-site business recruiting, newsletter, and representing the college at various functions and special events.
• Enrich the learning community of the Manchester area through the creation of peer mentorship, service learning, and other project-based programming.
• Perform group instruction to students to develop self-directed learners capable of academic success in both classroom and online settings.
• Perform other related duties as assigned.

Minimum Qualifications: Master’s degree in education, counseling, or related field. Two years of experience, preferably in higher education in an advising or related role. Preference will be given to candidates whose experience includes academic advising and one or more of the following: working with adult students in a continuing education or non-traditional higher education setting, planning and implementing a recruitment plan, experience with student information systems, CRM (Salesforce), strong communications skills, and Microsoft Office skills.

Salary: Commensurate with experience. Comprehensive USNH benefits package including health, dental, retirement, and tuition reimbursement.

Application process: please send cover letter, resume and the names/contact information for at least 3 references to: Nicole.horne@granite.edu

A review of resumes will begin immediately and continue until the position is filled.

GSC is an affirmative action, equal opportunity employer. Women, minorities, persons with disabilities, and Vietnam-era and disabled veterans are encouraged to apply.

No phone calls, please