

Minnesota State Career Opportunity

Posted on: August 6, 2018

Academic Adviser for Adult Learners

Institution:

INVER HILLS COMMUNITY COLLEGE
2500 80th Street East
Inver Grove Heights, MN 55076

Classification:

MnSCU Academic Professional 2 - 1130 - Student Services (Unclassified MAPE)

Responsibilities:

To provide professional level academic, admissions, career, financial aid, and transfer advising services to adult learners at Inver Hills Community College.

A set schedule of 3-4 days a week will be determined with input from the hired individual. Evening coverage until 6:00PM either Tuesday or Wednesday evening is required with additional evening coverage required on orientation and event dates.

Minimum Qualifications:

- Bachelor's degree.
- Strong oral and written communication skills; strong listening skills to advise individuals and facilitate groups.
- Ability to communicate and work effectively with diverse populations; demonstrated intercultural competency.
- Demonstrated commitment to continuous improvement and teamwork in the area of customer service.
- Computer skills in database systems and Microsoft Office Suite; and a working knowledge of financial aid programs.
- Working knowledge of readiness assessment and course placement.
- Organizational skills sufficient to process and maintain data and manage multiple and diverse responsibilities.
- Skills in working with individuals with a range of functional abilities.
- Ability to work with and motivate individuals and problem solve when serving students.
- The ability to work with confidential materials and keep them confidential.
- Self-starter and an ability to function with minimal direction.

Preferred Qualifications:

- Training and/or experience in providing support services to adult learners and individuals from traditionally underserved groups.
- Master's Degree in Student Personnel or related field.

Application Procedure:

Apply online via the link noted on the right by August 20, 2018.

Links:

- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees which can be found at:
<http://www.mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp>
- For more information about the college, please visit:
<https://www.inverhills.edu/>

Appointment:

Part-time - 50%

Limited

Location:

Inver Grove Heights

Start Date:

October 3, 2018

End Date:

September 30, 2021

Application Deadline:

August 20, 2018

Send materials to:

Please apply online at:

<http://agency.governmentjobs.com/inverhills/default.cfm>

Follow the online instructions

and complete application, by deadline

Contact:

Human Resources

Email: HumanResources@inverhills.edu

Phone: (651) 450-3670

Fax: (651) 450-3399

NOTICE: In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's vehicle use criteria and consent to a Motor Vehicle Records check.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

All applicants must be able to lawfully accept employment in the United States at the time of employment. For TTY, call Minnesota Relay Service at 7-1-1- or 1-800-627-3529.