

# **INSTRUCTOR/ACADEMIC ADVISING COORDINATOR**

Lacombe Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe.

**Applications will be accepted until position is filled, with preference being given to those received on or before December 28, 2018. INTERNAL PREFERRED**

**All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit:** (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager**

**Northshore Technical Community College**

**65556 Centerpoint Boulevard**

**Lacombe, LA 70445**

**Telephone number: 985-545-1262**

**Email: [veronicaflynn@northshorecollege.edu](mailto:veronicaflynn@northshorecollege.edu) or [hr@northshorecollege.edu](mailto:hr@northshorecollege.edu)**

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## **Job Summary:**

Responsible for providing instructional services in the area of instruction. The faculty coordinator of Academic Advising will lead and manage academic advising programming for the college. The Coordinator will also teach eighteen (18) credit hours per academic year. The faculty coordinator of Academic Advising must have a commitment to high-quality instruction and the ongoing pursuit of excellence.

Instructor responsibilities report to the Associate Provost of Academics and CTS. Advising Coordinator responsibilities report to the Associate Provost of Planning and Academic Initiatives.

## **QUALIFICATIONS:**

### **Minimum Qualifications:**

Bachelor's degree in one of related disciplines from a regionally accredited institution.

Experience in higher education.

College level teaching experience.

Ability to work effectively with a diverse employee and student population

Ability to travel to off-site meetings

### **Preferred qualifications:**

Master's degree in one of related disciplines from a regionally accredited institution.

Two or more years of experience in higher education

Prior supervision experience

Demonstrated understanding of NTCC's mission and goals

Attention to detail

Ability to embrace change in a dynamic higher education setting

## **RESPONSIBILITIES:**

### **Instructor: 60%**

- **Instructional/Teaching Performance**
  - Utilize innovative, effective, and equitable teaching techniques
  - Follow course syllabi and outlines
  - Maintain time on task
  - Receive favorable student evaluations of instruction
  - Meet deadlines related to this function.
- **Program Coordination/Instructional Development**
  - Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
  - Prepare course offering schedule based on Curriculum Guides
  - Participate in curriculum meetings
  - Meet all deadlines related to this function
- **Program/Instructional Management**
  - Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
  - Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
  - Meet all deadlines related to this function
- **School or Classroom Management**
  - Practice appropriate safety precautions
  - Maintain student discipline
  - Meet all deadlines related to this function
  - Maintain accountability of all assigned books, equipment, and supplies
- **Student Guidance/Advising Activities**
  - Provide career counseling and academic advising
  - Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
  - Serve special populations
  - Make appropriate referrals to students with special needs
  - Maintain appropriate number of students in class and in program
  - Meet all deadlines related to this function
- **College and/or Community Services**
  - Participate in recruitment activities, i.e. career fairs, etc.
  - Maintain program accreditation/certification or program licensure requirements
- **Provide service to the College that may include some of the following activities:**
  - Sponsor student organizations
  - Serve on or chair committees
  - Conduct or coordinate teaching consultant activities
  - Facilitate workshops
  - Teaching consultant activities
  - Teach continuing education or customized industry courses
  - Provide routine equipment maintenance
  - Initiate and write new program proposals
  - Serve on College committees as required
- **Provide service to the community that may include:**
  - Participate in health fairs

Participate in charity or community activities

Meet all deadlines related to this function

- Professional Activities, Leadership, and Service – participate in professional development activities that may include:
  - Complete coursework or degrees
  - Membership in professional organizations
  - Serve on a Board or in an Office of professional association
  - Present a paper or facilitate a workshop at a professional conference
  - Participate in a Leadership Academy
  - Serve on an external institutional or program accreditation team
  - Participate in industry visits
  - Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
  - Meet all deadlines related to this function
- Perform other related duties as assigned

### **Academic Advising Coordinator: 40%**

- Designs, implements, oversees, and evaluates a college-wide proactive faculty advising model/program.
- Plans and coordinates the execution and promotion of Advising Week across the college and each campus; coordinates an annual transfer fair designed for students to learn about options for transferring to a university.
- Coordinates the assignment of faculty advisors to students based on their educational goals and identified academic/technical program.
- Develops and implements a training program for professional and faculty advisors. This is to include development of an online course available to faculty through the course management system and a minimum of one group face-to-face training per campus, per semester (fall and spring).
- Works closely with the faculty senate, individual faculty units, and appropriate college officials to ensure that a proactive and high-quality approach is taken with all students related to their advising needs.
- Assesses the diverse needs of students related to advising services and adjusts the structure of the program to address those needs as well as the college mission statement; recommends policy and procedural changes to administrators.
- Develops and prepares advising materials, such as brochures, handouts, general information summaries, and newsletters.
- Represents unit on various college committees to initiate change and to resolve issues related to academic services and curriculum requirements.
- Maintains accurate data for reports and informed decision-making. Assists with the analysis of enrollment and persistence patterns of students and other relevant data collection and analysis.
- Serves as a resource for faculty regarding issues of academic assistance.
- Keeps current on philosophy and trends in academic advising and incorporates this knowledge into advising programming.

### **SPECIAL SKILLS AND ABILITIES:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**1. Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills. Ability to demonstrate competence in areas expected to teach. Ability to plan, organize and instruct quality educational programs.

Ability to communicate effectively with adult learners and to maintain good relationships with staff, faculty, and students. Ability to exercise individual initiative, independent actions, and sound judgment. Ability to perform basic math computations including adding, subtracting, multiplying and averaging all units of measure. Ability to compute fractions, percents and decimals. Ability to use effective critical thinking, problem solving and decision making skills.

**2. Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**3. Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **INTERPERSONAL SKILLS:**

Effective written and verbal communication skills are required. Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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### **Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.