



Technical Professional – Academic Advisor - 400050

Start Date:	Summer Semester 2015
Location:	Red Rocks Community College, Lakewood, Colorado
Compensation & Benefits:	\$40,000/annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rcc.edu/human-resources/benefits-information .
Application Close Date:	Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on April 17, 2015.

Responsibilities

Assess academic needs and career goals of students. Advise students on courses, programs of study, transferability, career options and college resources. Assist students and staff with the registration process using college catalogs, schedules, transfer guides, assessment test results, Banner system, and appropriate internet resources. Assist in preparing personalized learning plans and unofficial degree reviews. Help retain students and aid in their transition through higher education. Consult with faculty and staff in order to stay current with accurate information regarding program changes, assessment guidelines, course and instructor information, transfer issues, scholarships and appropriate referrals. Work with department to develop effective advising and career resource materials. Respond to informational requests from students, staff, high school counselors and others interested in Red Rocks Community College. Ability to multitask and work effectively in a service environment that is subject to frequent interruptions.

Qualifications

Minimum Qualifications: BA/BS from a regionally accredited College or University. Two years full time or equivalent part time academic advising, student development, student affairs or related work experience in a College, University or High School Setting.

Minimum Competencies: Strong presentation, public speaking, and communication skills. Demonstrated ability to provide high levels of customer service. Demonstrated ability to work effectively with diverse populations. Self-starter that takes initiative while working in a team-orientated environment

Preferred Qualifications: Two years full time academic advising experience in a Community College. Knowledge of College student development, academic advising theory and the Community College environment. Experience working with Banner or similar student information systems. Master's degree in counseling, student personnel administration, education, psychology, communication or related field. Bilingual is preferred but not required.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of "see resume" will not be considered.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Red Rocks Community College | Position Announcement

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rccc.edu/police/>. For a hard copy report please contact 303.914.6498.