**Position Title: Pathway Advisor**

<table>
<thead>
<tr>
<th>Position Information</th>
<th>Pathway Advisor</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Pathway Advisor</td>
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<tr>
<td>Position Number</td>
<td>400051</td>
</tr>
<tr>
<td>Campus Location</td>
<td>Lakewood, Colorado</td>
</tr>
<tr>
<td>Primary Physical Work Address</td>
<td>13300 West Sixth Avenue Lakewood Colorado 80228</td>
</tr>
<tr>
<td>Salary</td>
<td>$42,977.89 /annual</td>
</tr>
<tr>
<td>Starting Pay Rate</td>
<td>Starting Salary is not negotiable</td>
</tr>
<tr>
<td>Anticipated Start Date</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Exempt, this position is not eligible for overtime.</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Sunday September 05, 2021 by 11:59 p.m.</td>
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<tr>
<td>Job Type</td>
<td>Full Time</td>
</tr>
<tr>
<td>Benefits</td>
<td>RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website.</td>
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<tr>
<td>Retirement</td>
<td>The Colorado Public Employees’ Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.</td>
</tr>
</tbody>
</table>
| Time Off              | • Leave Accruals (Leave prorated for appointments under 100%)
  • Annual/Personal Days: 22.5 (180 hours)
  • Sick Days: 15 (120 hours)
  • (Over 12 months, based on full time appointment accruals)
  • Other Leave
  • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year)
  • Holidays Observed: 10
    • Four Holidays are observed on an alternate schedule (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President’s Day). RRCC observes these holidays between Christmas Day and New Year’s Day, resulting in campus being closed from Christmas Day through New Year’s Day, with eligible employees on Holiday Leave
  • Jury Leave
  • Military Leave |
| Online Application    | Click Here to Begin Your Application |
Position Announcement:

Red Rocks Community College is seeking applications for a full-time Pathway Advisor to join our Student Affairs division.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:
The Pathway Advisor assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a professional position at the College who guides prospective and current students through the admission process, course registration and selection, program planning, degree completion, scholarships and college resources. In addition, the Pathway Advisor serves as the College's point of contact for students on courses, programs of study, transferability, educational and career plans.

Required Qualifications:
- BA/BS in counseling, human services (or related field).
- Two years of experience in Student Affairs (e.g., advising, financial aid, career services) preferably in advising.

Preferred Qualifications:
- Experience working in a community college or university setting.
- Experience working with Banner, Navigate or similar higher education software packages.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:
- Proficient in Microsoft Office programs.
- Communication: Verbal and written communication skills including the ability to give and receive information accurately and present information to groups and in public settings.
- Organization: Ability to create and keep deadlines, manage appointments, pay attention to details, keep work organized, manage competing priorities and plan, prioritize and achieve goals.
Description of Position

- Assess academic needs and career goals of students. Advise students on courses, programs of study, transferability, and college resources. Assist students to create personalized learning plans and unofficial degree reviews. Help retain current students, assist students in navigating their educational plan, and provide transfer assistance as needed.
- Assist students and staff with the registration process using college catalogs, schedules, transfer guides, assessment test results, Banner system, and various internet resources.
- Respond to informational requests from students, staff, high school counselors and 4-year college advisors. Assume a liaison role with 4-year college advising staff, RRCC Instructional staff, and Learning Support Services.
- Consult with faculty and staff to provide accurate information concerning program changes, assessment guidelines, course and instructor information, transfer issues, scholarships and appropriate support service referrals.
- Participate in advising-appropriate committee work, transfer fairs, group advising information sessions, and college orientation venues. Incorporate career guidance in advising sessions.

How to Apply:

Complete applications must be received by 11:59 p.m. Sunday September 05, 2021. To apply for this position, click here to begin your application, including the following:
  1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
  2. A resume.
  3. Transcripts (unofficial).

Additional upload sections are available in the application to include optional attachments.

Please note the following prior to beginning your application:

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

Benefits:
RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website.

The Assessment Process:

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department. Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:

An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

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 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.

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.

RRCC conducts 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.