

Academic Advisor/Student Engagement Specialist

The Academic Advisor/Student Engagement Specialist reports to the Dean of Student Experience and will be responsible for providing academic advising services to students, and coordinating student activities efforts as well as assisting students as they access services to support academic success.

Job Duties and Responsibilities include but are not limited to:

- Providing academic advising to new and continuing students, which could include providing guidance on selecting a major field of study, degree planning, course selection, educational goals, such as transfer, and career goals, such as entering internships, apprenticeships, or employment;
- Coordinating all student related activities and functions including all aspects of intramurals;
- Serving as advisor for the Student Government Association;
- Providing supervision for all intramurals and recreational sports leagues, tournaments, and special events
- Promotes and supports campus clubs and organizations; promotes the creation and development of new campus clubs and organizations; provides an annual orientation for all clubs and organizations; maintains appropriate contact with all clubs and organizations, including advisors;
- Addressing the needs of prospective students who inquire about the college's offerings online, walk-in or who are referred by other college personnel;
- Engaging in extensive student outreach, such as participating in college recruitment events and student activities and organizations;
- Advising and mentoring first-time entering students and supporting the development of the faculty advising relationship upon the student's selection of a degree and major;
- Assisting undecided and non-degree seeking students in selecting appropriate coursework to support their educational, professional, and personal goals;
- Monitoring student success through utilizing intrusive advising practices and the college's Early Alert system to promote retention and completion;
- Providing or referring students to supports as appropriate, such as Financial Aid, Career Services, Transfer Services, Student Support Services – TRIO, and Career Pathways Initiative;
- Contributing to campus efforts in strategic planning and institutional improvement;
- Participating in assessment and accreditation processes and practices;
- Assisting in gathering and analyzing data to make data-informed decision regarding best practices in student success;
- Staffing off-campus events and sites as assigned, such as area high schools or the Wynne center;
- Keeping abreast of emerging technologies, practices, and policies that affect student success, particularly as they relate to special populations, and recommending strategies for improvement;
- Being a strong advocate for the College and its students, faculty, staff, and programs, promoting its mission, vision, and operations always;
- Other duties as assigned, which could include evening and weekend work.

Minimum Qualifications: A bachelor's degree from an accredited institution of higher education required, master's degree preferred. The ideal candidate will: show interest in and commitment to community college student success; possess excellent written and interpersonal communication skills; have the ability and willingness to work effectively with interdepartmental teams; show willingness to actively participate in college committees and/or campus organizations and will seek active involvement in co-curricular and/or extra-curricular activities.

Base Salary: \$35,360.00. EACC has an excellent fringe benefits package.

Please submit and EACC application, cover letter, resume, three work references, and transcript(s) to: EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR, 72335 or via email at humanresources@eacc.edu. You may access the online application at <https://www.eacc.edu/employment>. For more information about EACC, visit our

website at www.eacc.edu. Review of applications will begin immediately and continue until the position is filled. EACC is an AA/EO employer.