



Vacancy Announcement

Opportunity Grant Coordinator & Professional/Technical Academic Advisor

Cascadia Community College has [earned a national reputation for excellence](#), with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of **Opportunity Grant Coordinator & Professional/Technical Academic Advisor**. Cascadia exempt employees enjoy 24 days of annual paid vacation (accrual based) and a personal leave day, summer work schedules with a 3-day weekend, a portable retirement package, tuition waivers, and other excellent [benefits](#).

The successful applicant will have the following qualifications:

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Two years of experience as an academic advisor or educational planner in a college or university setting

Preferred Qualifications

- Master's degree in higher education administration, counseling or student development administration
Experience with advising or working in the information technology, healthcare, or environmental technology fields
- Computer literacy with competency in Microsoft Word, Excel, Access, Outlook and Internet Explorer
- Familiarity with Washington State Community and Technical Colleges' Student Management System
- Experience advising Professional/Technical, Worker Retraining and/or WorkFirst students
- Experience working in a collaborative environment
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

The anticipated start date for this position is March, 2012. This position may require occasional weekend and evening responsibilities.

Application Procedure: Applicants must submit the following for a complete application:

- [Cascadia Community College application form](#) (click here)
- **Cover letter** (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum qualifications, preferred qualifications and the characteristics of the position.
- **Resume**
- **Federal and State Reporting Form** (optional)

Complete applications will be received until the position is successfully filled. However, application packets received by **January 30, 2012 by 5 PM** will be given priority consideration.

Application submissions should be sent to applicant@cascadia.edu; **please write in the subject line of the email Prof/Tech Advisor**. Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia Community College.

For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College's website (www.cascadia.edu/employment).

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.



Opportunity Grant Coordinator & Professional/Technical Academic Advisor

Full or Part Time:	Full Time	Salary:	\$42,000
FLSA Status:	Overtime Exempt	Supervising Position:	Director of Student Advising & Support Services
Duration:	Permanent	Union Representation:	No

Position Summary:

With leadership from the Director for Student Advising & Support Services and together with the Student Success Services Team, the Opportunity Grant Coordinator & Professional/Technical Academic Advisor will help deliver comprehensive, seamless services to students. This position will have primary responsibility for coordinating the Opportunity Grant Program and advising students pursuing professional/technical programs.

Typical Essential Duties:

(These duties are a representative sample; position assignments may vary.)

	Frequency
1. Provide academic advising for the general student population regarding professional/technical degree and certificate programs	Weekly 50%
2. Coordinate Opportunity Grant program, including tracking students and funds	Weekly 35%
3. Organize events for the Opportunity Grant funded students	Weekly 5%
4. Assist with the development of a retention program for Opportunity Grant funded students and mentor Opportunity Grant students;	Weekly 10%
5. Performs other duties of a similar nature or level	As Required

Position Description:

General:

- Provide academic advising for the general student population regarding professional/technical degree and certificate programs; to include interpretation of placement scores, unofficial review of incoming transcripts, and troubleshooting course prerequisite issues;
- In collaboration with the Advising Team, work with students on academic warning, probation and dismissal;
- Assist students with course selection and class registration;
- Interpret college and enrollment policies;
- Advise prospective students concerning academic and professional technical programs, admissions procedures, degree and transfer requirements;
- Attend/participate in professional development and professional organizations for the purposes of remaining current in the field;
- Attend and participate in statewide Advisory Groups;
- Perform other duties as assigned.

Professional/Technical Advising:

- Advise professional/technical students on educational options/pathways and create an educational plan that focuses their course needs at Cascadia;
- Track the academic progress of students enrolled in professional/technical programs;
- Collaborate with Workforce Education staff to provide orientation sessions to prospective and new students and/or participate in their orientation sessions;
- Engage in retention and completion efforts specifically focused on the professional/technical population;
- Collaborate with Professional/Technical faculty leads and Dean for Student Learning regarding program changes, current information and degree and certificate worksheets.

Opportunity Grant Coordination:

- Advise potential and current opportunity grant students on educational options/pathways and create an educational plan that focuses their

course needs at Cascadia;

- Track the academic progress and funding use of students enrolled in the Opportunity Grant program;
- Collaborate with Workforce Education staff to provide possible funding options to prospective and current professional/technical students.
- Engage in retention and completion efforts specifically focused on the Opportunity Grant program;
- Complete necessary paperwork for the financial aid awarding process as well as state reporting requirements for the Opportunity Grant program.

Training and Experience:

(positions in this class typically require)

Minimum Qualifications:

- Bachelor's degree
- Two years of experience as an academic advisor or educational planner in a college or university setting

Preferred Qualifications:

- Master's degree in higher education administration, counseling or student development administration
- Experience with advising or working in the information technology, healthcare, or environmental technology fields
- Computer literacy with competency in Microsoft Word, Excel, Access, Outlook and Internet Explorer
- Familiarity with Washington State Community and Technical Colleges' Student Management System
- Experience advising Professional/Technical, Worker Retraining and/or WorkFirst students
- Experience working in a collaborative environment
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

Required Knowledge, Skills and Abilities:

Knowledge of:

- Customer service principles;
- Advising practices and principles;
- Marketing publication and techniques;
- Recordkeeping principles;
- English language, grammar, and punctuation;
- Principles and practices in area of assignment;
- Report preparation techniques;
- Assigned department operations and functions;
- Applicable federal, state, and local laws, rules, and regulations.

Skill in:

- Managing and executing multiple tasks;
- Applying advising practices;
- Maintaining various confidential records;
- Analyzing and developing policies and procedures;
- Preparing and presenting training materials;
- Providing customer services;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Applying and explaining applicable laws, codes, regulations, policies, and and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Exercising judgment and discretion;
- Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Strong written and oral communication skills;
- Strong organizational and problem-solving skills.

Ability to:

- Learn and use the Washington State computer student management system in order to successfully provide student admissions and registration services;
- Acquire and use detailed knowledge of state and campus policies and procedures governing admissions, advising, registration, and the Opportunity Grant program;
- Work with multi-ethnic and culturally diverse populations with a strong commitment to pluralism;
- Support a diverse workplace and educational environment;
- Ability to work independently and manage multiple tasks.

Physical Requirements

Positions in this class typically require: keyboarding, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Condition of Employment

Cascadia Community College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia Community College employees must be able to successfully work in and promote a multicultural and diverse work and educational environment.

NOTE

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.