Position Vacancy Announcement

Position: Academic Advisor & High School Recruitment Liaison       Date:       April 20, 2016
Salary: $31,000 - $39,408      Posting No.: 562
Deadline: May 20, 2016 at 5 p.m.

TO APPLY: Go to www.lssc.edu and click on the “Employment” icon. Complete the Lake-Sumter State College application for the specific position in which you are interested.

A resume, cover letter and unofficial transcripts must be submitted via email to jobs@lssc.edu for consideration.

Lake-Sumter State College serves over 7,500 students annually in Lake and Sumter counties in central Florida. Lake and Sumter counties offer its residents small town character, combined with the amenities of the major metropolitan city of Orlando while being just a stone’s throw away from Florida’s coastal beaches. As a three-campus institution our Leesburg, South Lake (Clermont) and Sumter (Sumterville) campuses have become viable assets in their communities.

Become a member of the LSSC team and enjoy outstanding perks including employer paid health insurance benefits (for the employee), a 4-day summer work week, two-week Winter Break, Spring Break, onsite Fitness Center, free parking and more!

We invite candidates to apply for our Academic Advisor & High School Recruitment Liaison position reporting to the Director Student Development. The Advisor will build supportive and personalized relationships with students and provide opportunities for students to stay connected to our College community. Duties include but are not limited to curriculum planning, academic policy interpretation, initial review of transfer credit, course selection, graduate school information, graduation requirements, and the maintenance of academic records. The Academic Advisor plans and implements student success and retention programs; serves as a referral agent to resources for students in academic distress; assists in data collection and continuous improvement efforts; assists with the delivery of departmental programs including student recruitment, orientation, academic early-alert, retention initiatives, and experiential learning; designs and delivers presentations aimed at reinforcing student academic and career exploration; conducts regular outreach to LSSC faculty and staff; assists in the creation and maintenance of departmental and institutional publications, and websites. Some night time advising is required. Responsible for demonstrating LSSC’s core value of Service Excellence: respect, competence, responsiveness and collaboration in all interactions.

REQUIREMENTS: Bachelor’s Degree required. Master’s degree in counseling, education, human services or related area preferred. Required: Two years professional experience working directly with students in an academic setting in higher education. Preferred: At least one year of academic advising experience in an academic setting in higher education. At least one year of Admissions experience in an academic setting in higher education. Demonstrated experience with online learning and Internet technology.

The college reserves the right to extend searches or, in event of transfer or budget cuts, to not offer the position.

MINORITY APPLICANTS ENCOURAGED
AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION