



## Job Description

Job Title: Professional Advisor/Retention Specialist-Career and Technical Education

FLSA Status: Exempt

Grade: 6

Department: Student and Academic Affairs

Reports to: Dean of Career and Technical Education

## Job Summary

The Career and Technical Education Professional Advisor/Retention Specialist position is responsible for advising CTE students, participating in student retention programs, and assisting in the coordination and implementation of new student orientation. This role requires an upbeat and positive individual as they serve as the face of a growing, diverse incoming student population.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Share information with students concerning transfer procedures, degree and certificate requirements, registration, and test procedures.
- Refer students to various campus student services and offices for specialized assistance.
- Provide essential support and advising for prospective, current, and returning students.
- Assist students in preparing their education plans, registering, transferring and career exploration.
- Participate in the development and implementation of an early alert system, plus, coordinate other student retention activities.
- Participate in the CARE team and other committees as assigned.
- Create and maintain a variety of electronic databases to track records for retention purposes needed in the development of college reports.
- Fully utilize Colleague, CRM, and Self-Service modules related to area of responsibility.
- Assist with planning and implementation of new student orientation programs.
- Work to develop and implement the faculty advisor online training program and provide ongoing support to faculty advisors.
- Serve as facilitatory for the new student group advising sessions and probation workshops.
- Participate in various special events, both on and off campus, including career and college nights at area schools; represent and promote Gillette College respond to questions and inquiries.

- Attend and participate in professional group meetings; stay abreast of changes in college transfer and graduation requirements.
- Become involved in designing and implementing collaborative strategic efforts to help retain current enrollments of both the traditional and non-traditional working adult student populations.
- Attend meetings, workshops, collaborating with academic units, and appropriate student support service areas.
- Assist faculty with advising training, ongoing support to faculty advisors, and onboarding assistance for new faculty advisors.
- Collaborate with the Dean of CTE and CTE faculty to connect students with local business and industry partners.
- Facilitate internship opportunities and work with graduating students to find full time employment opportunities.
- Other duties as assigned.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Bachelor's degree from an accredited university.
- Possess a valid Class C driver's license.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Excellent customer service skills.
- Ability to multi-task and work in a fast-paced office environment.
- Two years of working in college student services is highly desirable.

#### **Preferred Qualifications**

- Previous work experience consistent with the position.
- Previous experience with Career and Technical Education programs.

#### **Competencies for Successful Performance**

##### **Knowledge of:**

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.
- Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds, and disabilities of community college students and staff.
- Integrated database systems.
- Computerized testing and assessment procedures.
- Academic advising and retention models.

- College matriculation and eligibility policies and procedures.
- Family Educational Rights and Privacy Act (FERPA).

**Ability to:**

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Meet deadlines and manage multiple projects.
- Develop and manage comprehensive programs, workshops, activities, and services.
- Analyze and solve problems using creativity, good judgment, and initiative.
- Get along well with others and work as an effective team member.
- Conduct student interviews, recognize student needs, and make appropriate referrals.

**Skill in:**

- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
- Positive communication – interpersonal, oral, and written.
- Human relations, customer service, and organization.

**Supervisory and Management Responsibility**

- None

**Physical Demands** *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Standard office environment.
- Some travel required.
- Day & evening hours and occasional weekends.
- Some lifting may be required.

**How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if

applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

### Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.