

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Advising and Retention Specialist

**DEPARTMENT:** Student Affairs

**REPORTS TO:** Director of Enrollment Services

**SUPERVISES:** N/A

**FLSA:** Exempt  X  Non-Exempt \_\_\_\_\_

**DOCUMENT STATUS:** New/Date: \_\_\_\_\_ Revision #: 1 Date:  11-19-2018

**TRAVEL:** Travel is required

**SICK LEAVE:**  10 hours/month  **ANNUAL LEAVE:**  15 hours/month

**COLLEGE-WIDE** \_\_\_\_\_ **CAMPUS:** \_\_\_\_\_  RANGELY   X   CRAIG

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**GENERAL SUMMARY:**

Purpose of the position is to coordinate an effective advising process for Colorado Northwestern Community College. Incumbent will facilitate an approach to advising that is both broadly collaborative (with faculty, student success committee, and within learning support activities) and that ensures the quality and consistency of advising in alignment with the mission, vision, and strategic goals of the college. The incumbent will coordinate support options available to students and career information into the advising and transfer process, to develop and implement proactive measures that enhance the likelihood that students will meet their educational goals. This position serves as a vital component of the CNCC student success effort and takes a proactive approach to coordinating and enhancing the effectiveness of the advising program, alert processes and student support resources. This position will complement the current advising provided by CNCC. This position would be responsible for long term advising and retention which will help CNCC improve current retention, graduation rates, and overall student satisfaction. By retaining more students CNCC will see an increase in revenue generated from these students, allow CNCC to grow our student population by adding new students and improving the visibility and reputation of our college with more students graduating.

**PRIMARY DUTIES:**

Effective oversight and coordination of CNCC Advising and Student Success Efforts:

1. Coordinate all aspects of the advising process
2. Assign students to faculty advisors.
3. Carry an advising load.
4. Maintain current knowledge of curricular requirements and state transfer policies (60+60, gtPathways, Degrees with designation etc.); develop a thorough understanding of CNCC degree, graduation and other policies as they impact student success.
5. Maintain transfer guides, general articulation agreements, and student transfer plans; facilitate student transition to workforce or other institutions of higher learning.
6. Design, implement, and continuously improve a professional development program for advisors.
7. Assist in the design and implementation of the pre-registration and orientation programs and services as they relate to student advising.
8. Serve on the Student Success Committee
9. Provide leadership for regularly scheduled counseling and advising meetings.
10. Manage the advising department budget.
11. Develop a master calendar of advising/activities in conjunction with the college calendar.

### **ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:**

- Knowledge of employment trends as relating to majors and course of study options.
- Ability to make group presentations and public appearances to represent the college.
- Ability to work with key employment personnel in business, industry, labor and the government agencies.
- Ability to assist individuals with disabilities and other special needs.
- Ability to communicate effectively with students, faculty, staff, administration and the general public.
- Ability to be self-directed within general supervision
- Ability to organize and supervise effectively.
- Understanding of common transfer, articulation, and matriculation requirements, expectations, and processes.
- Ability to multi-task and meet deadlines
- Skill to effectively connect with broad student populations, and to gain the confidence of both students and faculty and staff
- Ability to maintain currency with complex requirements affecting student success, completion, and transfer.
- Strong oral and written communication skills; ability to function effectively in a complex interdepartmental and team environment.

### **MINIMUM/ESSENTIAL QUALIFICATIONS:**

- 1. Education and Training:** Associate's Degree
- 2. Prior Related Experience:** Previous Advising and Retention Experience
- 3. Licensure/Certification:** Valid driver's license and the ability to travel
- 4. Equipment/Software Skills:** Computer proficiency including knowledge of the Microsoft Office Suite
- 5. Other Qualifications:**
  - Knowledge of academic environments with advising experience preferred
  - Ability to maintain confidentiality
  - Attention to detail
  - Willingness to development new skills as needed
  - Strong professional communication, interpersonal, and organizational skills
  - Good customer services skills

### **PREFERRED QUALIFICATIONS:**

- **Education and Training:** Bachelor's Degree
- **Equipment/Software Skills:** Previous BANNER software experience

### **APPLICATION INSTRUCTIONS**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment, to [human.resources@cnc.edu](mailto:human.resources@cnc.edu) located at <https://www.cnc.edu/human-resources/employment-opportunities-2/>.

**Colorado Northwestern Community College is an Equal Opportunity Employer**

## ESSENTIAL FUNCTIONS

**In an 8 hour workday, this job requires:**

**N/A = Not Applicable**

**R = Rarely (less than 1/2 hour per day)**

**O = Occasionally (1/2 - 2.5 hours per day)**

**F = Frequently (2.5 - 5.5 hours per day)**

**C = Continually (5.5 - 8 hours per day)**

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_