WESTMONT COLLEGE

Interim PT Coordinator of Advising: 10-15 hr/wk, 7/18/11 – 12/16/11
Registrar

Position Summary: In conjunction with the Registrar, coordinates the academic advising program for first year students.

Qualifications:
Requirements include: BA, master’s degree level experience/training desirable; prefer some previous experience in advising and/or counseling college students; understanding and personal support for the mission of a Christian liberal arts college.

Responsibilities:
• General oversight of student academic advising, including direct advisement of a select number of students along with appropriate distribution of other advisees.
• Work with the registrar to ensure proper fall term registration of new students.
• Provide oversight of study skills and time management training, including the “successful scholar’s seminar.”
• Contact and support students on academic probation to facilitate their academic success.
• Work effectively with others by: sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of our work force in actions, words and deeds.

Reports to: Registrar

6/11