

MURRAY STATE COLLEGE

Job Description

Academic Advisor

General Description/Primary Purpose:

The Academic Advisor works with students concerning their academic plans and progress, class schedule, choice of major, and other academic-related issues to assist the student in making decisions concerning educational goals leading to graduation. The advisor will provide and facilitate student services including; admissions, academic advisement, transfer services, and retention services of students at any site where the college may enroll students.

This position's primary office will be on the Tishomingo Campus in the Welcome Center.

Classification: Full-Time Academic Exempt

Salary: Commensurate with qualifications, education, and experience.
Full fringe benefits are included as part of the salary package.

Appointment: 12 Month Appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

Essential Job Functions:

1. Assist current and potential MSC students with advisement and enrollment.
2. Assist with Aggie Days.
3. Provide support and training for other Advisors (faculty and full-time).
4. Assist with online and remote advisement (Zoom, phone call, etc.)

5. Assist with the coordination and facilitation of student activities.
6. Assist Murray State College with retention efforts to promote degree completion for students.
7. Assist with planning, input, and suggestions for the course schedule every semester.
8. Assist in updating policies and procedures.
9. Maintain required records and coordinate with campus staff.
10. Work closely with the MSC Registrar and Admissions Office to ensure all policies and procedures are followed and communicated.
11. Maintain institutional goals and activities related to advisement, and the enrollment process.
12. Troubleshooting, analytical, and problem-solving abilities necessary to meet daily challenges of responsibilities.
13. Maintain a positive working environment with supervisors, staff, faculty, and students.
14. Exhibit pro-active attitudes and actions.
15. Assist with job and career placement services with campus staff.
16. Work effectively in a culturally diverse workplace and serve students from a variety of racial and cultural backgrounds.
17. Support MSC activities and events.
18. Attend conferences and workshops as necessary.
19. Maintain office hours to coincide with the demand of student traffic during enrollment and other peak periods.
20. Assist the Executive Director of Advisement and Ardmore Services with special projects and activities.
21. Perform other duties and responsibilities as assigned.
22. Report to the Murray State College Executive Director of Advisement and Ardmore Services.
23. Serve on various institutional standing committees.
24. Assist individuals having business with the office in a tactful, courteous, and professional manner.

25. Answer telephones, handle questions and inquiries, and provide backup to other staff members as needed.
26. Participate in community service activities and programs.
27. Cooperate with other personnel to ensure a continuity of services, purpose and activities to the student population.

Required Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, by using some other combination of skills and abilities.

1. Demonstrate ability to set priorities and organize, plan, and complete assignments accurately and in a timely manner.
2. Ability to provide leadership (including decision-making/problem-solving skills).
3. Demonstrate an appreciation for the comprehensive, two-year college philosophy, and recognize that we are here to serve students.
4. Demonstrate initiative and concern for work quality.
5. Demonstrate a positive mental attitude.
6. Demonstrate computer skills beyond basic operation and word processing.
7. Demonstrate exemplary oral and written communication skills.
8. Demonstrate spelling and proofreading skills.
9. Possess ability and willingness to learn aspects of educational technology, including ITV/distance learning.
10. Demonstrate experience, and/or willingness, in working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
11. Develop and maintain an attitude of service toward students, coworkers, and others.
12. Establish and maintain a rapport with MSC faculty, administration, and professional and classified staff members, and with public school counselors and business and industry human resources personnel.

13. Ability to review, understand and apply rules, regulations, directions, and procedures dealing with admissions, enrollment, and assessments as stated by MSC and the Oklahoma State Regents for Higher Education.
15. Ability to train and supervise others effectively.
16. Ability to review and understand requirements to transfer Associate of Arts and Associate of Science degrees to receiving institutions.
17. Ability to understand requirements of the Associate of Applied Science programs.
18. Ability to learn and perform all essential job functions accurately with minimal direction.
19. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
20. Before or upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C, and IS-700.B, through the Department of Homeland Security as directed by the MSC administrative staff and campus police. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed you need to provide a copy of your certificate to the Office of Human Resources. If you would like you can scan a copy and email it to humanresources@mscok.edu.

Other Ergonomic Requirements:

In performing job functions related to assigned duties, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Generally, this position requires the person to be on campus from the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. There will be occasions when responsibilities require work on weekends and/or beyond these hours. Some travel will be required.

Image:

Murray State College employees are expected to dress professionally and maintain a neat, well-groomed image at all times.

Qualifications Standards:

1. Education: Bachelor's degree required in education or applicable field of study (i.e., counseling, guidance, student personnel services, or related area).
2. Experience: Experience in administration/management of programs related to student services in an education environment.
3. Two years' experience working in a collegiate environment is preferred.
4. Licenses: Valid Oklahoma Driver's license
5. Background Check: The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application.
2. Résumé (list three employment references).
3. Unofficial college transcript(s), if applicable. (NOTE: Official college transcript(s) required upon employment.)
4. Murray State College employment application.

Submit the application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 111
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.