**VACANCY**

at  
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
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<tr>
<th>TITLE: Academic Advisor</th>
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<td>DEPARTMENT: Director of Academic Advising &amp; Retention</td>
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<td>DATE TO BE FILLED: Immediately</td>
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<tr>
<td>RANK OR POSITION AND SALARY RANGE: Commensurate with Experience</td>
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**SUMMARY:** The Academic Advisor reports to the Director of Academic Advising & Retention. Academic advising at Rust College is a developmental process that considers students’ academic needs, goals, interests and prior education. Academic advisors promote student success and increase student enrollment and retention by promoting and recruiting for programs, referring students at risk or in need of additional resources with the primary objective to assist with making informed decisions concerning their educational goals. A Rust College academic advisor is responsible for providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Additionally, academic advisors at Rust College must provide case management to students who do not meet educational requirements or who are considered at-risk students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Advises students about content and structure of postsecondary programs including graduation and/or transfer requirements for specific programs of study.
- Audits, monitors, and evaluates individual student academic progress.
- Interprets testing results relevant to placement decisions; determines student readiness for College programs.
- Assists students in the development of an educational plan including choosing a program of study and/or clarifying educational goals.
- Informs students about alternatives, limitations and possible consequences of academic decisions (e.g. adding, dropping and withdrawing from courses; change of program, major and/or transfer institution)
- Educates students about course planning and registration processes, refers to available on-and off-campus resources to meet individual needs including career and personal counseling.
- Makes appropriate referrals to students perceived as at-risk, acts as an advocate as appropriate.
- Maintains up-to-date knowledge about the College’s programs and requirements, consults with contacts at various transfer institutions regarding course and program transferability, admission and graduation requirements.
- Develops and interprets Academic Planning Guides; maintains administrative and program information files.
- Communicates electronically and in person with area high school staff and students to provide specific information about Rust College and its programs.
- Participates in on and off campus events promoting Rust College, assists with orientation programs.
- Processes progress reports for advisees.
- Authorizes course withdrawals, adds, and drops as required.
- Manages student success course for advisees.
- Maintains administrative documents and confidential student records.
- May represent the academic advising department on various internal and external committees.
- Monitors Early Alerts in Grades First software.
- Develops and promotes internal communication and resource sharing in order to benefit student success.
- Monitors course enrollment and make recommendations to appropriate staff regarding reserves, restrictions, availability, wait listing, or closure based on program demand and course availability.
- Provides recommendations for continuous improvement to all services for academic advising purposes and to integrate practices and technology aimed at improving student service
- Gathers, develops and promotes best practices for continuous improvement
- Participates in individual and team professional development, remains current with technology used to provide advising services.
- Performs other related duties as assigned.
### QUALIFICATION - EDUCATION AND EXPERIENCE:

- Bachelor’s degree in the humanities or a related field.
- One to three years’ experience in academic advising or related careers in post-secondary education, or a combination of education and experience commensurate with the requirements of the position.
- Ability to learn and use complex computer-based systems and multi-faceted network-related software and database management systems.
- Demonstrated interpersonal communication skills.
- Ability to effectively analyze ambiguous information and respond appropriately.
- Experience in group presentations.
- Ability to process and maintain highly confidential information.
- Ability to work effectively with individuals of varying backgrounds, abilities, outlooks, ages, and nationalities.

### WORK ENVIRONMENT:

Conditions are those of a typical office environment, requiring frequent oral communication with students and colleagues, the ability to enter data and written communications in electronic format in a timely manner, and sufficient mobility to be present and address students, their parents, and fellow professionals at appropriate college and regional functions.

### SPECIAL INFORMATION:

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866. The campus is located 35 miles east of Memphis, Tennessee. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest which address the expectations above to careers@rustcollege.edu

Mrs. Angela Williams, HR Manager  
Rust College  
150 Rust Avenue  
Holly Springs, MS 38635  
Telephone: (662) 252-8000 ext. 4010

### CLOSING DATE FOR RECEIPT OF APPLICATION:

Open until a qualified applicant is found

### POSTING DATE:

July 26, 2021

Rust College is an equal opportunity/affirmative action employer.