Position: Academic Advisor

Location: Asheville, NC

Start Date: July 7, 2014 or as soon as possible

Summary: Under general supervision, the Academic Advisor position is responsible for supporting undergraduate and graduate students as they complete the academic requirements for graduation through the School of Professional and Adult Studies. This position provides not only academic support, but also emotional, spiritual, and professional advice to students as they juggle work, family, and school responsibilities. The Academic Advisor is also the liaison between the student and other departments within the College to help expedite, explain, and mediate issues that may interfere with student’s successful completion of the program.

Requirements:
- Exemplifies a lie-mindedness with Montreat College’s Christ-centered Mission, Vision, and Values by demonstrating and articulating a personal Christian faith
- Working knowledge of Internet Explorer and Microsoft Office required. Experience with the PowerCampus system a plus
- Good written and verbal communication skills required. Experience in giving individual and group presentations a plus
- Some night and weekend hours may be possible
- General lifting of up to 50 lbs. may be required
- Education/Experience:
  - Bachelor degree required; Master’s degree preferred
  - Two years of college advising or counseling experience preferred

Supervision:
Reports to the Assistance Director of Extended Education for Academic Advising

Application Requirements:
Send letter of interest, resume, statement of Christian faith, and a list of three (3) references to:

Cindy Kirkland
Assistant Director of Extended Education for Academic Advising
ckirkland@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.