



**Position:** Academic Advisor

**Supervisor:** Associate Registrar and Director of Advising

**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 students' successful completion of the program.

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

**Requirements:**

- Exemplifies a like-mindedness with Montreat College's Christ-centered Mission, Vision, and Values by demonstrating and articulating a personal Christian faith.
- Bachelor degree required; Master's degree preferred.
- Two years of college advising or counseling experience preferred.
- Working knowledge of 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.

**Position Responsibilities:**

- Maintain a student to advisor ratio of 150:1.
- Maintain a student retention rate of 80% of assigned student population.

- Evaluate new adult student files for transfer credit from other regionally accredited institutions, the U.S. military and non-collegiate credit sources.
- Advise students of transfer evaluation results.
- Conduct new student orientation and registration meetings with individual accepted students.
- Provide advice and counsel students on successful degree completion plans and all graduation requirements.
- Answer students' questions regarding their files, approval of courses, registration, withdrawal, and re-entry.
- Counsel students regarding credit by examination, NCA, program changes, graduation requirements, prior-approval for non-Montreat courses, schedule adjustments and Montreat College policies and procedures.
- Complete paperwork on behalf of the student for course registration, add/drop, withdrawal, and separation from the College.
- Maintain student files and records as well as their progress toward graduation from various undergraduate and graduate degree programs.
- Post information regarding deadlines and other pertinent dates for courses, exams, and graduation in a timely manner.
- Work closely with the offices of enrollment, student financial services, and the registrar regarding student records and accounts.
- Update student information in the PowerCAMPUS student information system.
- Maintain a current and accurate roster of all assigned students.
- Provide, organize, and lead student service opportunities.
- Maintain a positive working relationship and provide effective communication between all College departments.
- Attend regularly scheduled staff meetings.
- Attend Commencement ceremonies the Montreat location.
- Complete and provide reports as requested to the Associate Registrar and Director of Academic Advising and program leadership.
- Other duties as assigned.

### **Personal Attributes:**

- Exemplifies agreement with Montreat College's Christ-centered Mission, Vision, and Values by demonstrating and articulating a personal Christian faith.

### **Supervision:**

- Position reports to the Associate Registrar and Director of Academic Advising

### **Expected Schedule:**

As a salaried employee, there is an expectation for a minimum of a forty-hour work week, working in the office or scheduled Montreat College event, Monday through Friday.

### **Application Requirements:**

1. Complete [Application](#)
2. Cover letter
3. Professional resume.
4. Personal testimony of salvation
5. Three professional references.

Email to: [cindy.kirkland@montreat.edu](mailto:cindy.kirkland@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.

