



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Employment Opportunities

Job Vacancy Announcement

Academic Advisor

UA - Pulaski Technical College in North Little Rock, Arkansas is accepting applications for Academic Advisor. Academic Advisors assist students in the clarification of their life/career goals and in the development of educational plans. Academic Advisors support the decision-making process of students and help students in realizing their maximum educational potential through communication and information. The Advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and program progress review, and is an agent of referral to other campus services as necessary.

GENERAL RESPONSIBILITIES:

1. Academic Advising to include the following:
 - a. Provide academic and career advising to current, new, and transfer students throughout the year;
 - b. Provide career exploration activities;
 - c. Provide group advising and registration activities;
 - d. Provide individual advising in collaboration with faculty;
 - e. Participate in activities sponsored by Advising and NSO;
 - f. Assist undecided students to select a major and map a plan to degree completion;
 - g. Assist students with resources and activities for job preparation and job seeking;
 - h. Help students examine their interests, abilities, and styles and connecting to career choices;
 - i. Make presentations to College Seminar classes and other classes as requested;
 - j. Assist in responding to questions coming via the Academic Advising general telephone line and email address.
2. Interpret and evaluate ACT, ACCUPLACER or COMPASS test scores and required developmental courses for desired degree.
3. Assist students with access to other campus services and resources to include but not limited to counseling, disability services and/or tutoring.

4. Demonstrate the ability to develop and provide programs and activities to engage students; thereby increasing student retention and persistence.
5. Assist faculty advisors within divisions as needed and requested.
6. Participate in development and delivery of training for part time advisors and faculty advisors.
7. Perform recruitment duties including but not limited to organizing tours, meeting with prospective students, visiting select high schools and organizing special events.

MINIMUM QUALIFICATIONS:

- Master's degree required, in Student Personnel Services, Higher Education or Counseling preferred.
- Past experience in a student services area preferred.
- Excellent problem solving, communication, interpersonal and organizational skills.
- Customer and solutions oriented with a strong commitment to customer service while maintaining compliance with policies.
- Commitment to the mission of a comprehensive two-year college and an understanding of the different components of a student services operation.
- Must be able to articulate and execute public speaking at a level students can understand and learn.

DEADLINE: Open Until Filled

APPLICATION PROCEDURES:

Interested candidates should submit a UA - Pulaski Technical College employment application, resume and copies of unofficial transcripts to: UA - Pulaski Technical College, Office of Human Resources, 3000 West Scenic Drive, North Little Rock, Arkansas 72118.

http://www.uaptc.edu/human_resources/employment-opportunities

AA/EOE