



## VACANCY ANNOUNCEMENT

**Position Title: Academic Advisor, AIM**

**Position #: 400170**

**Position Status: Full-Time**

**Reports To: AIM Grant Director**

### **DUTIES AND RESPONSIBILITIES:**

1. Develop student support programming, including financial literacy, career exploration, experiential learning and undergraduate research.
2. Maintain up-to-date knowledge about the College's programs and requirements
3. Assist students with the development of an educational plan and career goals, including choosing a program of study
4. Advise students about the content and structure of postsecondary programs, including graduation and/or transfer requirements for a particular program of study
5. Assist students with the overall enrollment process by providing information about financial aid, testing, and immunization requirements
6. Refers to available on-and off-campus resources to meet individual needs including career and personal counseling
7. Assist students with any changes in their course of study and inform them about alternatives, limitations, and possible consequences of academic decisions (e.g., adding, dropping, or withdrawing from courses, and changing program or major)
8. Maintain administrative and program information files
9. Meet with students regularly to review degree progress and graduation requirements
10. Audit, monitor, and evaluate individual student academic progress
11. Maintain degree audits and documentation in Navigate
12. Connect students with other AIM resources including case management, mentoring, career and financial resources, and student research opportunities
13. Make appropriate referrals for students perceived as at-risk and act as an advocate as appropriate
14. Assist with campus events including orientation and AIM programming
15. Participate in individual and team professional development
16. Serve on college committees as requested
17. Perform other duties as assigned

This position is funded through a Title V, Developing Hispanic-Serving Institutions Program (DHSI), for five years beginning October 1, 2020. Any grant funded position with future employment will be contingent upon funding.

*See Human Resources for a complete job description.*

**Minimum Qualifications:**

- Bachelor's degree from an accredited institution
- Demonstrated interpersonal communication skills
- A demonstrated commitment/evidence of sensitivity in working with Hispanic, first generation, and low-income students, preferably in a college setting

**Preferred Qualifications:**

- Experience developing programming for students, including workshops, orientation programs, experiential learning and undergraduate research
- One or more years of experience in academic advising or related careers in post-secondary education, or a combination of education and experience
- Experience with Navigate, Banner or computerized college information systems in general. Ability to learn and use complex computer-based systems and multi-faceted network-related software and database management systems
- Experience working in a community college setting
- A demonstrated commitment to rural community colleges

**SALARY:**

\$33,000 – \$37,000 annually with an excellent benefit package including retirement, health, vision, dental and life insurance

12-month position

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

Open Until Filled - 1<sup>st</sup> review of applications will be November 19, 2021

**POSTION START DATE:**

ASAP

**Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

**Notice of Non-Discrimination**

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu), or 1802 Colorado Ave. McDivitt Hall Room #140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination

Nurse Aide  
Practical Nursing  
Phlebotomy  
Oxyacetylene  
Welding Fundamentals I  
Welding Fundamentals II  
Welding Production  
Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

**OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.