



Director of Counseling and Advising

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WHY WORK AT SPSCC?

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision,

Position type: Exempt
Salary: \$72,000-\$74,000/year DOQ
Opens: October 19, 2017
Closes: December 1, 2017
Location: [Main Campus; Olympia, WA](#)

South Puget Sound Community College seeks a creative, dynamic, and collaborative individual to fill the position of Director of Counseling and Advising in the Enrollment division of Student Services.

The Director of Counseling and Advising reports to the Dean of Enrollment Services and is responsible for providing leadership for the development, organization, delivery, and evaluation of comprehensive counseling and advising services for students. This position represents the institution on various committees and taskforces at the state, regional and national level. The Director also serves as an academic advisor as necessary to support the needs of students and the department.

KEY RESPONSIBILITIES

The Director's general responsibilities include, but are not limited to:

- Lead a comprehensive counseling and advising program.
- Supervise Advising and Counseling staff.
- Build a collaborative team: hiring, evaluating and supervising faculty and staff ensuring appropriate team training, coaching and assignment of responsibility.
- Collaborate with Instruction on faculty advising, training and resources to provide comprehensive and effective advising for students to stay on track for graduation.
- Develop, monitor and interpret college policies related to transfer and articulation.
- Develop comprehensive advising model that clearly leads students through guided pathways.
- Draft and develop transfer articulation agreements for the College to support students in gaining credit acceptance upon transfer.
- Oversee curriculum design and course offerings in counseling department.
- Utilize data from assessment of outcomes to enhance and develop programs and services to meet student needs and increase retention, persistence and completion.
- Develop and maintain fiscal and performance accountability for each area.
- Ensure compliance with accountability standards through the collection, analysis and interpretation of data to make informed decisions.
- Serve as an advocate for student rights and responsibilities.

life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the [State Board Retirement Plan](#) (SBRP) and [Department of Retirement Systems](#) (DRS). Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to [Washington Health Care Authority](#).

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes 24 days of vacation, 11 paid holidays, and 12 days of sick leave

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

- Work collaboratively to analyze and strengthen student transition with a focus on transition readiness indicators.
- Facilitate the expansion of college retention efforts.
- Monitor and interpret college changes in curriculum and clearly communicate changes to advising and counseling staff.
- Represent the institution on various college committees and taskforces as well as those at the state, regional and national level.
- Interpret placement test scores and other college transcripts to place incoming students; articulate college policies and procedures.
- Assist students with the development of individualized educational plans and appropriate course selection.
- Advise students of requirements for transfer and professional technical programs, certificates, special programs and other degrees.
- Provide supportive intervention and outreach to students and appropriate referrals to college resources or community agencies for personal counseling or related issues.
- Identify trends and best practices through literature review, research, campus visitations and professional development.

MINIMUM QUALIFICATIONS

- Master's degree completed in Advising, Counseling, Educational or related area from an accredited college or university.
- Five years of experience working in an education, counseling, social service or closely related field.
- Three years of leadership and supervisory experience in developing and directing the work of a team of professional staff.
- Three years of experience in budget and personnel management.
- Experience working with college eligible students.
- Understanding of the broad scope of student services provided on campus.
- Ability to provide comprehensive and creative educational planning, degree exploration and advising services.
- Experience developing and/or conducting classroom presentations and group advising services.
- Extensive application using the Microsoft Office software (Outlook, Word, Excel, PowerPoint) and using technology to track student interaction and services.
- Ability to multitask in a fast paced environment.
- Ability to handle a large caseload of students.
- Commitment to a working environment that values a diverse academic environment, inclusive of students, faculty, and staff of diverse cultural, socioeconomic, and educational backgrounds.

PREFERRED QUALIFICATIONS

- Successful experience working with counseling and advising functions such as transfer advising, career planning, academic counseling and testing.
- Knowledge of current practices in higher education: student learning outcomes assessment, educational technology, retention strategies.

SUPPLEMENTAL QUESTIONS

Your responses to the following questions are required as part of your application for this position; not to exceed two (2) pages total.

1. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
2. Please describe your management experience and how you will lead a team to provide a high level of customer service.
3. Please describe how you will contribute to the diversity of this campus.

HOW TO APPLY

Interested candidates may apply by submitting the following required items:

1. [Completed SPSCC Employment Application](#)
2. Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications
4. Written responses to the Supplemental Questions
5. Copies of unofficial transcripts

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512