

**CLOUD COUNTY COMMUNITY COLLEGE**

**Professional Services Job Description**

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**Position Title: Early College, Transfer, and Articulation Advisor**

**Reports to: Vice President for Student Services**

**Type of Contract: Full-Time, Professional Services**

**Length of Contract: 260 days 12 months**

**Date of Position Description: September 2023**

The administration retains the right to change the duties at any time.

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**General Narrative Description of the Position**

Under the direction of the Vice President and Student Services, the Early College, Transfer, and Articulation Advisor will be responsible for developing, evaluating, and coordinating secondary education partnerships related to dual credit enrollment and transfer and articulation agreements for courses offered at Cloud County Community College. The advisor shall possess a bachelor’s degree; master’s degree preferred. They shall also possess a valid driver’s license and exhibit excellent communication, interpersonal, organizational, and computer skills. Prior work in secondary education or higher education and experience with transfer and articulation are preferred. The advisor must be capable of performing detailed work with minimal supervision, must be willing to travel on behalf of the College and its programs and must be capable of exercising independent judgment.

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**RESPONSIBILITES:**

- Act as a liaison and establish strong relationships between the College and the various Unified School Districts (USD’s) and private high schools, which includes frequent travel;
- Coordinate secondary education partnerships (including articulation, dual credit enrollment, and the dual advising program);
- Collaborate with the Director of Dual Credit and Outreach Education to ensure consistent communication and advising;

- Develop and maintain a resource hub for high school students and counselors to promote transparency and communication;
- Coordinate Accuplacer placement testing for dual credit students;
- Collaborate with the Coordinator of Student Engagement and Retention to provide retention support for dual credit students;
- Collaborate with the Director of Advisement and Retention Services to communicate degree/certificate planning guides and academic maps with dual credit students and high school staff;
- Collaborate with academic department chairs, division deans, and the Vice President for Academic Affairs to serve as the transfer and articulation representative for universities;
- Coordinate and schedule university and military visits on the Concordia campus;
- Coordinate with the Director of Marketing to promote secondary education partnerships, transfer, articulation agreements, etc.;
- Provide information sessions regarding dual credit and outreach education in the high schools and local communities;
- Develop and maintain a budget;
- Collect disseminate data and information with Coordinator of Institutional Research and Director of Dual Credit and Outreach;
- Participation in appropriate committees and work groups;
- Have the ability to work with diverse populations;
- Interact cordially with coworkers to accomplish common tasks; and
- Perform other duties as assigned.

**Cloud County Community College offers a complete benefits package to all full-time administrative personnel including:**

- Health care coverage for employees and eligible dependents (up to \$634.38 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 13.34 hours per month, accumulates to 30 days total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center