



NOTRE DAME COLLEGE JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

Title: Advisor, Instructional Focus
Department: TRIO Department
Status: Full-time
Classification: Staff
Start Date: Immediate

Job Summary:

The TRIO Student Support Services Advisor is responsible for utilizing data management system to manage program and student information; understanding the needs, life issues and concerns of program participants; managing multiple tasks and meeting deadlines.

The Advisor will provide individual academic, personal and financial counseling/advising, and assist with the coordination of specialized workshops; will provide case management services and academic performance monitoring of 60+ participants; work closely with faculty advisors to follow program requirements and keep participants on track toward graduation; and coordinate financial literacy education or other required program elements.

Job Responsibilities:

- Provide academic, personal and career advising to program students. Provide academic advising, mentoring, class scheduling, and registration assistance for students.
- Train & supervise peer tutors.
- Update and maintain program participant paper and electronic records with continuous, accurate information on student progress and outcomes.
- Maintain student files and electronic database (Blumen) for case management, tracking student progress, and monitoring program participation.
- Conduct annual review of folders for compliance.
- Complete administrative support activities such as hiring student employees, administrative paperwork.
- Work as a team member with other staff members to support students' academic success and implementation of project SSS objectives and guidelines, pertaining to recruitment, selection, assessment, academic performance, retention, and graduation.

- Identify and prepare data for performance reports.
- Plan, coordinate, and document professional, cultural and academic enrichment activities for student participants.
- Serve as liaison to university advising departments, and conduct SSS informational presentations
- Develop and maintain a network of educational, financial, and career resources for the benefit of the program and participants.
- Coordinate interactive multimedia, marketing, electronic recruitment, website updates, and technology efforts for the TRIO program.
- Participate in professional development – local, state, and/or national. Serve on college committees as assigned/invited to represent the interest of eligible students. Other duties as assigned.

Qualifications/Knowledge, Skills & Abilities

Required:

- A bachelor's degree is required in Math, Science, Business, Education, Social work or related field.
- Three years, experience in teaching, tutoring, coaching, counseling, advising, higher education, human resources or related field.
- Knowledge of student development and resources to promote student success
- Experience in designing presentation materials and giving oral presentations in group settings.
- One year's experience of SSS or related experiences in an education program working with a low-income, or first-generation student population.
- Must be sensitive to and have knowledge of the background and academic needs of the target population.
- Ability to maintain confidentiality on all student records and other matters.

Preferred:

- Master's Degree Higher Education, College Student Personnel, Education, Counseling, Social Work, Business Administration or related field
- Experience working with disadvantaged and disabled students/populations.
- Ability to identify students' needs for support services in order to make appropriate referrals.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal. **HOW TO APPLY:** Please send a resume cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview.