



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.

### **FULL-TIME JOB OPPORTUNITY**

**Title:** Advisor-Financial Aid & Career Focus

**Reports To:** Director, TRIO Student Support Services

**Department:** Academic Affairs

**Deadline to submit materials:** Until filled

**Start Date:** Immediately

#### **Position Summary:**

The TRIO Student Support Services Advisor, is responsible for utilizing data management system to manage the 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.

#### **Required Qualifications Summary**

##### **Qualifications/Knowledge, Skills & Abilities**

Required:

- A bachelor's degree is required in Math, Science, Business, Education, Social work, or related field.
- Three years of experience in teaching, tutoring, career coaching, counseling, advising, higher education, human resources, or related fields.
- 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 know 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 to make appropriate referrals.
- Certified Global Career Development Facilitator

**HOW TO APPLY:** The position is open until filled. Submit a letter of application, curriculum vitae, statement of teaching philosophy, and evidence of effectiveness of previous teaching (i.e., student course evaluations) and have three letters of recommendation sent to [careers@ndc.edu](mailto:careers@ndc.edu). Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.

Nestled in the eastern suburbs of Cleveland, our small, Co-ed College features small class sizes and a comfortable atmosphere in a community of learners. 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.