

## **First Year Experience Advisor**

### **Job Overview**

Provide a proactive and strategic first-year experience to at-risk freshman that guides them in clarifying personal, academic and career goals to put them on a solid path toward graduation. Provide excellent, holistic academic counseling to students by advising them about degree program requirements and planning, majors, and career choices. Direct students to additional academic and emotional support services, as needed. Provide hospitable personal assistance to help students navigate college policies and procedures, understand financial aid processes and payment options. Provide ongoing communication about ways to access additional resources, so students are progressing towards their graduation date.

### **Job Description**

1. Create programs for case load of freshman students that provides a great first year experience;
2. Provide workshops aimed to promote academic success and institutional engagement;
3. Help Student Life Staff execute college events related to the freshman experience;
4. Keep students informed and engaged in important college processes, procedures, and policies;
5. Initiate regular outreach to students who are at-risk or not attending classes incorporating intervention strategies, as needed, to keep students in attendance so they are making satisfactory academic progress;
6. Initiate regular communication and collaboration with other departments including, but not limited to, the Registrar, Financial Aid, Faculty, Enrollment Management, Residence Life, and Athletic Coaches to help resolve outstanding matters with students;
7. Implement College Student Inventory to identify at-risk students in order to help provide direction to student retention efforts;
8. Guide students through the full range of institutional services to help ensure academic, social, and emotional support;
9. Participate in college activities and committees as needed;
10. Provide academic advising/registration, ensuring students are registered in appropriate classes each semester, are making appropriate degree progress, and are achieving satisfactory academic performance;
11. Serve as a student advocate to navigate through college policies and procedures;
12. Create and monitor students' progress through programmatic milestones which are geared toward first-generation students and tiers 3-5 students;

13. Work as a liaison to the Business Office to ensure students have made all necessary payment arrangements before they start their coursework;
14. Counsel students and/or parents regarding college policies and procedures, registration, progression requirements for graduation, financial aid reapplication, and pursuing all financial options;
15. Work closely with cross-functional and support departments to update student information, understand their operating procedures and incorporate relevant elements into the daily workflow.

### **Qualifications**

1. As a decidedly Christian college, Tabor requires employees to articulate personal faith in Jesus Christ;
2. Bachelor's Degree (master's preferred);
3. Excellent interpersonal skills that demonstrate a student-first attitude and can work through challenging student dynamics;
4. A commitment and desire to help students from diverse backgrounds;
5. Proficiency with MS Office suite, (Word, Outlook, Excel, PowerPoint) and comfortable with navigating and maneuvering other databases and software, becoming proficient with Tabor's systems within a short period of time
6. Ability to juggle responsibilities in a high-volume, fast-paced work; environment with constant communication or in-person contact with students daily;
7. Ability to handle different avenues of communication (i.e. social media, texting platforms, email, etc.);
8. Agile, perceptive, and results-oriented;
9. Excellent planning, organizational, multi-tasking, case-management and follow-up skills;
10. Strong attention to detail and analytical;
11. Strong time management skills that ensure the ability to meet required timelines;
12. Excellent verbal and written communication skills;
13. Ability to work independently, collaboratively, and cooperatively as a team member and willing to learn and work with other departments across campus.

Full time, 12 month

Start Date: July 1, 2019

To Apply: Qualified and interested candidates should submit a cover letter, resume and references to Ruth Funk by email at [ruthf@tabor.edu](mailto:ruthf@tabor.edu).