

Calumet College of St. Joseph

Announcement of Position Availability

Position: Academic Advisor – Full time

About Us: Calumet College of St. Joseph is a Catholic, private liberal arts college sponsored by the Missionaries of the Precious Blood located on the border of Whiting and Hammond, Indiana, 28 miles from the Chicago Loop. Founded in 1951, Calumet College of St. Joseph has an enrollment of approximately 800 domestic and international students, a high percentage of whom are first-generation college students. CCSJ provides an exceptional level of student support while fostering and supporting excellence in Catholic higher education in a family-oriented, coeducational, four-year college. Candidates are expected to support the mission of the college. For more information about the university and the department, visit us at <https://www.ccsj.edu>.

Position Summary: The Academic Advisor is responsible for interacting with students and assisting them in achieving desired student learning outcomes. The Academic Advisor assures students remain on track with their educational goals and have the appropriate tools at their disposal to be successful. They become an integral part of the student's campus life at CCSJ.

Requirements: Bachelor's Degree Required (Degree in Student Affairs, Advising, Counseling, or related field preferred)

Knowledge, Skills & Abilities, preferred and/or required include:

- Proficiency with computer application programs (Microsoft Office Suite, Empower, etc.).
- Excellent organizational skills with ability to handle and prioritize multiple tasks.
- Ability to work individually as well as part of a team.
- Ability to analyze and interpret data.
- Excellent interpersonal and communication skills, verbal and written.
- Ability to work with diverse groups of students, faculty, staff and visitors.
- Ability to maintain high levels of confidentiality.

Primary Responsibilities/Duties:

- Advising students regarding traditional academic programs and learning opportunities.
- Assuring notification of potential problems and recommending solutions.
- Auditing files to determine that students are on track toward graduation.
- Referring students appropriately to other services as needed.
- Working with Advisors/Career Counselors to provide career options and career programming for students in specific majors.
- Monitoring intro classes in the disciplines
- Follow up with students to address issues with attendance, submitting work, or grades.

Application Procedures: To apply, please send a current resume to:
Sharon McGuire, Director of Human Resources at smcguire@ccsj.edu

Calumet College of St. Joseph is an Equal Opportunity Employer.