



**Advisor
Academic Affairs**

Position Summary

Mitchell College is pioneering a new liberal arts model, designed to enhance the student's academic experience and ensure real-world degree applicability through cross collaborations. This methodology extends to all that we do, including our approach to advising, which will be accomplished through a highly individualized approach to meeting the needs of our students. To that end, we are seeking a full-time (10-month) Advisor, who will serve as a clearinghouse for students regarding most of their academic concerns. Following a holistic approach, the AA is responsible for day-to-day advising of students regarding their many pursuits including their class selection/schedule and the path to graduation. Advisors collaborate closely with Campus Life staff as partners and are assigned to a primary advisee group ranging from 60 to 100 students. In addition, Advising staff are required to actively engage with students and participate in activities in conjunction with Campus Life, including evenings and weekends.

Appointment Period: 10 month positions are from August 1 to May 31. All Advisors are expected to assist with the summer orientation program which may involve isolated days in June and/or July.

Required Education and Experience:

- Bachelor's Degree Required, master's degree preferred
- Minimum 2 years College/Student Life experience preferred
- Strong interpersonal, organizational and communication skills
- Ability to maintain confidential information and work collaboratively with multiple departments
- Ability to handle multiple, simultaneous responsibilities in stressful situations
- Excellent Presenting and Teaching skills
- Active membership in NACADA preferred

Liberal arts at Mitchell serves a population of students who may not have reached their potential or experienced the level of success they are capable of achieving, for a dynamically changing future. By utilizing our Ability Based Educational model (ABE), the entire College engages with students, both in and out of the classroom, to ensure that they have the essential skills and readiness for leading full and productive lives post-graduation.

A small liberal arts college, Mitchell developed its distinct educational approach over almost 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duques Academic Success Center which includes the renowned Bentsen Learning Center.

This is a full-time, FLSA exempt level position (10/12), with standard College benefits. For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by **August 30, 2017** to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factors.