Promise Advisor

Personnel Requisition

Posting Number: 201100781P
Job Title: Promise Advisor
Location: Unassigned or Multiple Locations
Full-Time/Part-Time: Full Time
Pay Rate: Minimum of $35,415 per year. Salary will be set based upon education and relevant years of experience beyond the minimum requirements.
Position Type: Staff
Department: Student Success Center

Job Summary:
Are you excited by the possibility of helping people define their career goals? If you would find it rewarding to assist students in achieving their goals, KVCC may have the perfect opportunity for you.

The Promise Advisor will provide outreach and support to Kalamazoo Public School students and their families who will attend KVCC to assist in the transition from high school to college. This will include coordinating and facilitating programs, events, and/or activities that will engage Promise students and support increased retention, persistence, and completion. This person will collaborate with Kalamazoo Promise staff and staff and faculty at KVCC to build engagement and monitor students progress towards completion.

Other duties will include:

- Mentor, guide, and connect Promise students with internal and external partners and support systems for success.
- Monitor academic progress and provide intervention and referrals as needed.
- Meet with students on probation to address unique needs and provide support.
- Conduct ongoing assessments and provide recommendations based on student needs.

This is a grant funded position, subject to annual review.

Minimum Qualifications:
Appropriate education, training, experience and talents are requirements for this position. An example of this would be a Bachelors degree in an appropriate field and two years of related prior work experience.

Preferred Qualifications and Experience:
Knowledge of the Kalamazoo Promise initiative and experience working with diverse student populations is preferred.

A candidate who was a recipient of the Kalamazoo Promise is preferred.

Knowledge of College programs, courses and services, admissions policies and procedures; along with skill in building relationships, building networks and matching students with support services are all preferred.

Physical Demands:
Work Hours: 40 hours per week; Monday & Wednesday - Friday, 8am - 5pm; Tuesdays; 10:00am - 7:00pm, some occasional evenings may be required.

Posting Date 09/25/2019

Closing Date: 10/09/2019

Special Instructions to Applicants:

EEO Statement As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Unofficial Transcripts

Optional Documents

1. Letter of Recommendation
2. Professional References

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
   o KVCC Website (jobs.kvcc.edu)
   o Indeed.com
   o StudentAffairs.com
   o Other Online Source
   o Job Fair
   o Personal Referral
   o Other

2. * Prior to a job offer, selected candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. The results of these background checks are a contingent factor upon whether a job offer is extended to a candidate. Do you fully understand and accept this step in the hiring process?
   o Yes
   o No

3. * Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
   o Yes
   o No

4. KVCC is a Government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows: 1. A “disabled veteran” is one of the following: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. 2. A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S.
military, ground, naval, or air service. 3. An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. 4. An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

○ I identify as one or more of the classifications of protected veteran listed above
○ I am not a protected veteran