

POSITION VACANCY

March 7, 2016

Name of position:	Specialist – College Transfer Advising Center
Applications accepted through:	March 21, 2016 or until filled
Effective date of employment:	April 25, 2016
Length of employment:	Part-time (25 hours per week)
Salary range:	Commensurate with education and experience

Position requirements:

- Associates degree required, Bachelor's degree preferred.
- Experience in a community college, college, university or similar educational setting preferred.
- Previous experience advising and working with students and faculty from diverse cultures and ethnic backgrounds preferred.
- Self-starter, team player, and a demonstrated ability to work well with others.
- Previous experience using Colleague or similar institutional information sharing system preferred.

Position duties:

The College Transfer Advising Center Specialist serves under the direction of the College Transfer Advising Center Director. The specialist will help create and maintain records for college transfer students. The specialist will assist with identifying, advising, and monitoring transfer students with low GPA's. The specialist will advise and monitor transfer students to ensure completion of diplomas/degrees. The specialist will process and verify graduation evaluations for students seeking to graduate. The specialist will assist with priority and open registration periods. The specialist will assist the director with answer phone calls, filing records, and providing coverage in the absence of the director. The specialist will support the director as they work closely with the Quality Enhancement Plan Facilitator and support the initiatives of the ongoing Quality Enhancement Plan. Other duties and tasks will be determined by the College Transfer Advising Center Director.

INSTITUTION: *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

APPLICATIONS:

Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications may be downloaded from our website at www.waynecc.edu. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.