**POSITION VACANCY**  
March 7, 2016

Name of position: Director – College Transfer Advising Center  
Applications accepted through: March 21, 2016 or until filled  
Effective date of employment: April 25, 2016  
Length of employment: Full-time  
Salary range: $35,342 - $44,178

**Position requirements:**

- Master’s degree required.  
- Two (2) years of advising and/or counseling experience in a community college, college, university or similar educational setting.  
- Previous supervisory experience 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.  
- Excellent oral and written communication skills.  
- Previous experience using Colleague or similar institutional information sharing system.

**Position duties:**

The Director of the College Transfer Advising Center serves as an academic advisor for college transfer students and those students awaiting admission to limited admissions programs. The director is responsible for coordinating coverage by college transfer faculty who serve as advisors in the College Transfer Advising Center. The director is responsible for coordinating registration for new and returning college transfer students. The director is responsible for maintaining academic records and supporting students as they near degree completion and seeks to apply for graduation. The director is responsible for maintaining and updating advising center reference material such as the Comprehensive Articulation Agreement and other degree requirements at surrounding four year colleges and universities. The director is responsible for training college transfer faculty regarding the institution’s curriculum guidelines and the Comprehensive Articulation Agreement. The director will work closely with the Quality Enhancement Plan Facilitator and support the initiatives of the ongoing Quality Enhancement Plan. The director serves as liaison to the SECU Partnership East program.

**If selected for employment, the applicant must submit to a criminal background check and drug screening.**

**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.