



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 4/7/2025
Revised on: 4/15/2025

Job Title	Salary Schedule	Grade	Job No.
Director of Advising	C3	NA	ID9842
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Student Services	Exempt	No	No

JOB SUMMARY: The Director of Advising oversees a holistic, comprehensive advisement program for the institution. As the supervisor for the Advising and Retention Centers, the director collaborates with faculty and institutional partners at all GSCC campus locations to improve student retention and success, including developing and implementing programs to address the needs of at-risk and low-achieving students, advising select student populations, and selecting instruments and administering assessments of student learning and student engagement.

QUALIFICATIONS:

- ◆ Master’s degree from an approved U.S. Department of Education accredited institution **required**
- ◆ Minimum of (3) three years’ experience in student academic advising or related higher education area **required**
- ◆ Supervisory experience *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent oral, written, and interpersonal skills
- ◆ Demonstrated ability to develop and implement programs that facilitate student success, retention and program completion
- ◆ Demonstrated commitment to diversity and to supporting the academic success of all students
- ◆ Ability to travel between campus locations

DUTIES:

- ◆ Provide oversight and leadership of a comprehensive, holistic advisement and retention program on multiple campuses
- ◆ Provide oversight of Advising and Retention staff and activities
- ◆ Ensure excellent customer service to students, employees, and other stakeholders by departmental staff
- ◆ Establish and maintain data collection to evaluate program effectiveness
- ◆ Develop, implement and deliver academic information/advisor training for faculty, Campus Directors, Student Services personnel and all other staff affiliated with student advising
- ◆ Develop, coordinate and implement internal and external assessment of student learning outcomes and coordinate assessment of student engagement
- ◆ Develop, and evaluate departmental goals and strategic planning
- ◆ Develop, implement and deliver student success workshops, seminars and programs

- ◆ Develop, implement and deliver programs to address at-risk students to encourage their continuation at Gadsden State
- ◆ Develop, implement and assess student engagement activities related to retention, persistence and degree or credential completion
- ◆ Coordinate with internal and external resources for information and student referral, if necessary, when academic, attitudinal, attendance or other personal problems require intervention
- ◆ Manage departmental budgets and resources
- ◆ Assist with pre-college Orientation and teach ORI 101 sections as needed
- ◆ Serve on college committees as assigned
- ◆ Comply with all policies of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching, especially when traveling between campus locations or attending meetings and student events
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, phones, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 25 pounds, such as files, presentation materials, or equipment needed for workshops and training sessions
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interactions with students, staff, and external stakeholders, as well as for developing and presenting training and student success programs

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with frequent engagement in student-facing spaces such as advising centers and occasional event or classroom settings
- ◆ **Travel:** Occasional travel is required between campus locations and for participation in conferences, training sessions, or system-wide meetings
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate evening or weekend events, orientations, and urgent student support needs
- ◆ **Interaction:** Regular collaboration with faculty, staff, students, and external partners is a key component of the role, requiring a team-oriented and student-centered approach

Reviewed by: Dean of Student Services, Director of Human Resources

Employee Name:

Employee Signature

Date