



The Peninsula's Community College

99 Thomas Nelson Drive Hampton, VA 23666 757/825-2998

## *Announcement of Vacancy*

### **LEAD PROFESSIONAL ADVISOR**

***Thomas Nelson Community College (Thomas Nelson)*** is located on the Virginia Peninsula in the heart of Hampton Roads, a region renowned for being the birthplace of America and home to communities rich in culture and industry. Bordering the Chesapeake Bay, the region boasts beaches, major attractions, world-class museums, and a vibrant visual and performing arts scene. The area is known for its economic vitality, which includes being home to several military bases, ship building facilities, the NASA Langley Research Center, Jefferson Lab, major colleges and universities, and varied commercial industries and enterprises.

Thomas Nelson is a comprehensive community college, offering a variety of programs of study leading to an associate's degree, certificate, or career studies certificate. In addition to the many popular transfer degree programs, the college is known for its strong technical and pre-professional programs and its outreach to the community as a partner and leader in workforce development. The college also provides underprepared students with developmental studies to help them to be successful in college-level coursework.

Founded in 1967, Thomas Nelson serves over 16,000 students each year in credit instruction and over 10,000 in non-credit instruction and workforce services. The College is served by over 110 fulltime faculty, 500 adjunct faculty, and 319 staff members. Faculty and staff are strategic and responsive, committed to understanding and meeting the needs of the region.

The college has two campuses, one in Hampton and the Historic Triangle Campus located in Williamsburg. The college also has a satellite site at the Southeast Higher Education Center in Newport News. The communities primarily served by the college are the Cities of Hampton, Newport News, Poquoson, and Williamsburg, and the Counties of James City and York.

#### **The Position:**

The Lead Professional Advisor (LPA)/ Quality Enhancement Plan (QEP) Coordinator is responsible for providing leadership and assessment in academic advising services. This includes supervision of professional advisors, coordination of services with academic divisions, institutional research and effectiveness and student support services, maintaining an advising caseload, overseeing the assessment of the QEP and

coordinating and participating in ongoing training and professional development opportunities. The LPA supports the goals and objectives of the Thomas Nelson Quality Enhancement Plan (QEP), through retention initiatives (i.e. SAILS and Student Advising Planner), collaborating and collegially working with students, faculty and staff. This position will write QEP Annual and Fifth Year Reports and provide regular updates to the campus community regarding QEP assessment. Ability to participate in Thomas Nelson campus events, student engagement and retention activities.

**The successful candidate will possess the following qualifications:**

Master's degree from a regionally accredited institution. Knowledgeable of principles and best practices related to advising, counseling, student development and student learning outcomes. Demonstrated knowledge of academic programs of study, academic requirements, policies and procedures, academic and student support resources and programs. Ability to maintain confidentiality and adhere to the Family Education Rights and Privacy Act (FERPA) policies. Ability to supervise professional and student staff. Excellent written and verbal communication and interpersonal and organizational skills. Ability to use multiple student information systems and technologies. Demonstrated ability to work in a team environment and collaborate effectively within a campus community. Ability to analyze data and strong decision-making skills. Knowledge and understanding of educational assessments. Demonstrated knowledge of retention strategies, assessments, and Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC) requirements. Supervisory experience within higher education. Must be able to work at all campus locations. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

**Preferred Qualifications:**

Experience or training in academic advising, admissions, and/or career development. Knowledge of the Virginia Community College System or prior academic advising experience in the community college setting. Experience in the development and assessment of programs that foster student success. Previous experience with quality enhancement plan implementation.

**Salary Range:** \$55,000 - \$65,000/commensurate with qualifications and experience.

**Application Process:** Submit an online application for this position by visiting the following web site: <http://virginiajobs.peopleadmin.com>. We will only accept applications through this site. Complete application packages will include: an online application, cover letter, resume, transcripts, names of three professional references with current addresses and telephone numbers. All transcripts from foreign institutions of higher education must be verified by an evaluation agency. Incomplete application packages will not be accepted. There is a 5-day minimum posting requirement. Faxed or e-mail applications will not be accepted. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

*Thomas Nelson Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, political affiliation, sexual orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities.*