

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Advising & Retention Specialist

**DEPARTMENT:** Student Services

**REPORTS TO:** Associate Dean of Enrollment Services

**SUPERVISES:** N/A

**FLSA:** Exempt  X  Non-Exempt \_\_\_\_\_

**DOCUMENT STATUS:** New/Date: \_\_\_\_\_ Revision #: 1 Date:  2-13-2023

**TRAVEL:** Travel is required

**SALARY:** \$35,000.00 - \$45,000.00 (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

**SICK LEAVE:**  10 hours/month  **ANNUAL LEAVE:**  15 hours/month

**COLLEGE-WIDE**  X  **CAMPUS:**  X  **RANGELY** \_\_\_\_\_ **CRAIG**

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**GENERAL SUMMARY:**

Purpose of the position is to coordinate an effective advising process for Colorado Northwestern Community College. Incumbent will facilitate an approach to advising that is both broadly collaborative (with faculty, student success committee, and within learning support activities) and that ensures the quality and consistency of advising in alignment with the mission, vision, and strategic goals of the college. This position will coordinate support options available to students and career information into the advising and transfer process, to develop and implement proactive measures that enhance the likelihood that students will meet their educational goals. This position serves as a vital component of the CNCC student success effort and takes a proactive approach to coordinating and enhancing the effectiveness of the advising program, alert processes and student support resources. This position would be responsible for advising and retention with the goal of improving current retention, graduation rates, and overall student satisfaction.

**PRIMARY DUTIES:**

Effective implementation of CNCC Advising and Student Support Efforts:

1. Coordinate all aspects of the advising process
2. Contribute to the development and improvement of the advising and student support processes.

3. Assign students to faculty advisors.
4. Carry an advising load.
5. Maintain current knowledge of curricular requirements and state transfer policies (60+60, Pathways, Degrees with designation etc.); develop a thorough understanding of CNCC degree, graduation and other policies as they impact student success.
6. Facilitate student transition to workforce or other institutions of higher learning.
7. Assist in the design and implementation of the pre-registration and orientation programs and services as they relate to student advising.
8. Serve on the Student Success Committee, Campus Assessment Resource & Evaluation (CARE) Team, and other committees as needed.
9. Serve as an app administrator for EAB Navigate
10. Manage grade check process, early alerts and progress reports
11. Assist with managing and organizing the college and career fair
12. Attend system meetings and functional groups that pertained to advising and retention.
13. Coordinate the communication for each semester start, add/ drop and withdraw days to all on-campus and CCC Online students.
14. Other duties as assigned

### **ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:**

- Knowledge of broad employment trends as relating to majors and course of study options.
- Ability to make group presentations and public appearances to represent the college.
- Ability to positively connect with and assist individuals across broad populations including persons with disabilities, first generation students, etc.
- Ability to communicate effectively with students, faculty, staff, administration and the general public.
- Ability to be self-directed under general supervision
- Ability to effectively organize and prioritize in a manner which is reflective of the Student Support Department's priorities.
- Understanding of common transfer, articulation, and matriculation requirements, expectations, and processes.
- Ability to successfully manage multiple projects and meet deadlines
- Gain the confidence of students, faculty, and staff
- Ability to intentionally build connections with students, staff and faculty to foster relationships based on trust and confidence.
- Ability to maintain current knowledge of complex requirements affecting student success, completion, and transfer.
- Strong oral and written communication skills
- Ability to function effectively in a complex interdepartmental and team environment.

### **MINIMUM/ESSENTIAL QUALIFICATIONS:**

1. **Education and Training:** Bachelor's Degree
2. **Prior Related Experience:** Previous Advising and Retention and/or CCCS experience
3. **Licensure/Certification:** Valid driver's license and the ability to travel
4. **Equipment/Software Skills:** Computer proficiency including knowledge of the Microsoft Office Suite
5. **Other Qualifications:**
  - Knowledge of academic environments

- Ability to maintain confidentiality
- Attention to detail
- Willingness to develop new skills as needed
- Strong professional communication, interpersonal, and organizational skills
- Excellent customer services skills

**PREFERRED QUALIFICATIONS:**

- **Education and Training:** Master’s Degree
- **Equipment/Software Skills:** Previous BANNER, DegreeWorks and/or Navigate software experience

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Dean of Students and Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or [jennifer.rea@cnc.edu](mailto:jennifer.rea@cnc.edu) and for questions regarding ADA/Section 504/Title II please contact [Brett Caskey](#) at 970-675-3213 or [brett.caskey@cnc.edu](mailto:brett.caskey@cnc.edu). Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Human Resource Manager, at 970.675.3253 or [angela.miller@cnc.edu](mailto:angela.miller@cnc.edu).

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea  
 Address: 500 Kennedy Drive, Rangely, CO 81648  
 Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey  
Address: 500 Jennedy Drive Rangely, CO 81648  
Phone: 970.675.3213

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_