



JOB DESCRIPTION-DIRECTOR OF ADVISEMENT

General Description/Primary Purpose

The Director of Advisement is responsible for providing strategic leadership, direction, and supervision for the college's academic advisement services. This position ensures students receive high-quality academic guidance that supports student success, retention, and degree completion. The Director collaborates with faculty, staff, and administration to create a student-centered advisement model aligned with the mission and goals of the college. This position reports directly to the Assistant Vice President of Enrollment Management.

Classification: Full-Time - Exempt

Salary: Commensurate with Qualifications and Experience, Plus Fringe Benefits

Appointment: 12- Month Appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Description of Duties:

1. Responsible for managing and providing advisement, enrollment and other related services for all campuses
2. Implement institutional goals and activities relating to advisement and enrollment processes.
3. Coordinate with the Financial Aid Office, Registrar's Office, Business Office, Academic Divisions and Faculty in providing comprehensive services to students
4. Coordinate and maintain accountability of all area budgetary expenditures.
5. Maintain positive public relations with students, parents, Academic Advisement staff, high schools, potential employers and institutional personnel.
6. Conduct evaluations of all services. Supervise all reports and documentation and complete the employee evaluations.
7. Be responsible for maintaining up-to-date program and professional information through

workshops, related conferences, professional meetings, and publications.

8. Communicate advisement process and policy updates across campus through email and training.
9. Review and approve employee time cards and leave requests balancing employee needs with departmental workflow and staffing requirements in accordance with institutional policies.
10. Maintain office hours to coincide with the demands of student traffic during enrollment and other peak periods.
11. Normally, responsibilities will be fulfilled at Murray State College; however, some responsibilities will require presence on the MSC Campus in Ardmore or other sites as necessary.
12. Work effectively in a culturally diverse workplace and serve students from a variety of racial and cultural backgrounds.
13. Exhibit proactive attitudes and actions.
14. Deal with all individuals in a tactful, courteous, and professional manner.
15. Train all staff on their duties and responsibilities.
16. Support Concurrent Coordinator to nurture relationships with partnering high schools as it relates to the concurrent and AC (Accelerated College Experience) programs.
17. Maintains NIMS training as required, including the IS-700.a and IS-100.HE tests
18. Accepts other responsibilities and duties as assigned
19. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Required Knowledge, Skills, and Abilities

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Demonstrate above average computer skills
- Maintain a professional attitude towards all individuals, both orally and in writing.
- Demonstrate the ability to set priorities and organize, plan, and complete assignments without immediate supervision.
- Demonstrate and maintain knowledge of federal and state regulations including FERPA.
- Ability to provide leadership, organize work, and delegate when appropriate.
- Demonstrate an appreciation for the comprehensive, two-year college philosophy, and recognize that we are here to serve students.
- Demonstrate knowledge of, or the ability to learn, state of the art technology.
- Develop troubleshooting, analytical, and problem solving abilities necessary to meet daily challenges of responsibilities.
- Demonstrate ability to be flexible, adaptable to change, and willing to accept new/ different assignments.

Other Ergonomic Requirements:

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential function of the job.

Hours:

Generally, weekday hours will be Monday through Thursday hours 8 a.m. to 6 p.m. and Friday 8 a.m. to 12 p.m. This position will work 37.5 hours weekly, some evenings and weekends may be required in order to fulfill job requirements.

Qualifications Standards:

1. **Minimum Education:** Bachelor's Degree is required in education or applicable field of study, a Master's Degree is preferred.
2. **Minimum Experience:** 3 years of progressive experience in academic advising or student services.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline: Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.