

Career Planning Coordinator & Academic Advisor

Missouri Valley College a private, co educational, career-oriented, liberal arts college with growing national and international outreach, is a destination for students from all fifty states and forty foreign countries. Known for its dynamic, richly diverse, and friendly educational environment, the College prepares students to succeed in a knowledge-based global society. With a student body of some 1,400, on a beautiful campus in west central Missouri, Missouri Valley College has been continuously accredited by the Higher Learning Commission since its inception in 1889.

Required qualifications:

- Bachelor's degree required.
- Excellent written and oral communication skills.
- Basic computer literacy; basic competency in software and database systems and knowledge of social media.

Preferred qualifications:

- Experience in development, implementation, and assessment of programming.
- Familiarity with G-suite for Education

Basic duties of the position:

- Provide educational and emotional support to ensure students' success in the academic and social college environment. Ensuring personal success through identifying personal/career goals and plan of action based on individual strengths and needs.
- Academic advising, scheduling new students for their freshman and sophomore year of classes.
- Monitor advisee attendance, academic alerts, and academic success.
- Contact students who have not completed enrollment for the next semester.
- Provide Career Planning activities campus wide, working with academic division leaders and other members of the campus and community.
- Counsel current students (recent graduates and alumni) about career options, professional development, networking, job search strategies, and interviewing skills.
- Review resumes, cover letters and supporting job application materials.
- Plan and execute a yearly career fair.

This position is a 12-month full time position.

To apply, please email cover letter, CV, contact information for three professional references, and copies of unofficial transcripts Registrar, Marsha Lashley; lashleym@moval.edu. Position will remain open until filled. EOE. Employment at MVC is contingent upon satisfactory completion of background check.