



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: CSS Advisor

DEPARTMENT: Center for Student Success-CSS

STATUS: Full-time 38 hours-Temporary

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

Candidate must be highly organized and capable of handling caseloads, a team player, possess effective listening and strong communication skills. Must also have the ability to establish and maintain effective work relationships with students and other employees.

At least 2-years prior experience working with students in high school or college. Experience in student counseling, development, education, or related field. Computer skills: Microsoft Outlook, Office, Sharepoint, Slate, Jenzabar, and D2L.

Bachelor's Degree is required. A Master's Degree in education, social services, or counseling is preferred.

BRIEF DESCRIPTION OF DUTIES:

Help students in their academic journey, from enrollment to graduation.
Counsel students on academic, career, and personal and behavioral issues
Coordinate with parents, teachers, and staff to report and resolve student concerns.
Schedule and meet regularly with advisees (students).
Identify educational and career options appropriate for each student.
Effectively communicate institutional standards for graduation.
Occasional: Pushing, pulling, lifting, and carrying 30-40 pounds.
Provide written documentation upon request.
Maintain confidentiality with student records and information via FERPA, HIPPA, and AD

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SALARY: Commensurate with education and experience

POSTING DATE: December 11, 2023

CLOSING DATE: Until filled

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed application
Vitae
Copy of diploma/transcripts

Email: Hroffice@oakwood.edu

Oakwood University participates in **EVerify**

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

RESET

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