



VACANCY POSTING NOTICE – July 23, 2026

Title: Academic Advisor II

Salary Range: \$37,944.00

Contract Term Length: 12 Months

Standard Hours: 37.5

Work Location: On-Site

FLSA Status: Non-Exempt

Department: Student Affairs

An academic advisor at Henderson Community College guides students through their educational journeys. Key responsibilities include creating degree plans, advising on course selection, monitoring academic progress, and referring students to campus resources like financial aid or tutoring. They also help students with career exploration and university transfer requirements.

Job Duties:

- **Academic Planning:** Clarifying educational goals and building step-by-step pathway plans for certificates, associate degrees, or university transfers, including Early College Academy and JumpStart Program students.
- **Registration & Onboarding:** Assisting new students with placement testing, orientation, and course registration.
- **Proactive Advising & Retention:** Monitoring student progress, contacting at-risk students, and developing intervention strategies to keep students enrolled.
- **Career & Transfer Counseling:** Helping students explore career options and mapping transfer pathways to four-year institutions.
- **Campus Collaboration:** Serving as a liaison between faculty, division chairs, and the registrar to ensure curriculum changes are communicated accurately.
- Support students with approved accommodations (ADA).
- Represent Henderson Community College at community events.
- Support Henderson Community College's recruitment and outreach efforts.
- Serve as Henderson Community College's representative on local and system-level peer teams and committees.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree (Education with a focus on Counseling or Student Affairs, or related field), and two to four years related experience, or equivalent.
- Experience working with non-traditional students.
- Excellent interpersonal, writing, and customer service skills
- Ability to plan, organize, and implement events and day-to-day operations/duties.
- Demonstrate and facilitate team spirit in the department and community.

Preferred Qualifications:

- Master's degree (Counseling or related field), and three years of related experience, or equivalent.
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Additional Skills Requested:

Experience/understanding of higher educational requirements.

Employee Rights - Employee Polygraph Protection Act

Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.
