



## VACANCY ANNOUNCEMENT

**Position Title: Academic Advisor**

**Position #: 400170**

**Position Status: Full-Time**

**FLSA Status: Exempt**

**Reports To: Vice President of Student Affairs**

### DUTIES AND RESPONSIBILITIES:

1. Support students in the college admissions process, including application submission, essay writing, and financial aid navigation.
2. Maintain up-to-date knowledge about the College's programs and requirements and advise students on degree programs, academic pathways, and graduation/transfer requirements.
3. Meet regularly with students to assess progress, academic goals, and ensure they are on track for graduation or transfer.
4. Refer students to additional resources such as personal and career counseling services.
5. Maintain accurate records of student interactions and program participation to assess the effectiveness of college readiness initiatives.
6. Utilize data to improve student retention and enrollment strategies.
7. Participate in college recruitment activities, including attending fairs and organizing on-campus events to attract students to Otero College.
8. Assist with campus tours for prospective students as needed.
9. Refers to available on-and off-campus resources to meet individual needs including career and personal counseling
10. Assist students with any changes in their course of study and inform them about alternatives, limitations, and possible consequences of academic decisions (e.g., adding, dropping, or withdrawing from courses, and changing program or major)
11. Audit, monitor, and evaluate individual student academic progress
12. Participate in individual and team professional development
13. Serve on college committees as requested
14. Provide guidance to high school students and counselors on concurrent enrollment opportunities and requirements at Otero College.
15. Perform other duties as assigned

**Note:** This position requires travel for recruitment events and collaboration with high schools in the Arkansas Valley region. Some overnight stays may be necessary.

This position is partially funded through a Title V, Developing Hispanic-Serving Institutions Program (DHSI), for five years beginning October 1, 2020. Any grant funded position with future employment will be contingent upon funding.

*See Human Resources for a complete job description.*

**Minimum Qualifications:**

- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree.
- Strong interpersonal communication skills.
- Commitment to serving diverse student populations, with an emphasis on first-generation, low-income, and students of color.

**Preferred Qualifications:**

- Experience with college admissions, academic advising, or recruitment.
- Knowledge of post-secondary education systems, including degree programs and financial aid processes.
- Ability to work both independently and in a team environment within a rural community college setting.

**SALARY:**

\$36,150 – \$38,000 annually with an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, and sick and annual leave  
11-month position renewable position. Position works 241 of the 262 workdays per year.

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (certificates, A.A., B.A., M.A., and Ph.D.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names and phone numbers of 3 professional references

**APPLICATION DEADLINE**

Open Until Filled - 1<sup>st</sup> review of applications will be on February 14, 2025

**POSITION START DATE:**

As soon as Possible

**Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources

1802 Colorado Ave  
La Junta, CO 81050  
FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

***Applicants must submit to and pass a background check before an offer of employment can be extended.***

***\*\*Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.\*\****

***\*\*Must be a resident of the State of Colorado or able to relocate to Colorado prior to first date of employment.\*\****

**Notice of Non-Discrimination**

Otero 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. Otero 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 Mike Rager, Director of Civil Rights and Investigations as its TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO) with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu), or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

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.

***The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.***

***Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet***

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

**ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing

Phlebotomy  
Oxyacetylene  
Welding Fundamentals I  
Welding Fundamentals II  
Welding Production  
Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

**OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.