



## NOTICE OF POSITION VACANCY

### Student Advisor Student Services - Advising

**Application Deadline:** Open Until Filled

**Salary:** Commensurate with experience

**Minimum Qualifications:**

Requires a Master's degree from an accredited college or university, plus three (3) years secondary or post-secondary experience. Military experience preferred.

*Degree(s) and coursework must be from a regionally accredited college or university.*

**Duties and Responsibilities:**

Conducts academic and career advising for current and prospective students with advising emphasis for students who are current military or military veterans. Interviews students and reviews transcripts and test scores to determine interests and aptitudes. Provides general admission and registration information. Advises students regarding career opportunities, employment outlooks, and educational requirements. Advises students regarding course requirements for career preparation and prerequisites for articulation to universities or other post-secondary programs. Monitors student attainment of educational goals.

Application information is available at [www.chipola.edu/about/administrative-offices/human-resources/job-openings/](http://www.chipola.edu/about/administrative-offices/human-resources/job-openings/). Inquiries may be directed to Human Resources at [chabotn@chipola.edu](mailto:chabotn@chipola.edu) or (850)718-2205. Completed application, resume, and college transcripts should be submitted to:

Chipola College  
Human Resources  
3094 Indian Circle  
Marianna, FL 32446

*Candidates may be subject to background investigations, which may include, but are not limited to criminal history, credit history, driver's license, and/or previous employment and references.*

*Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.*

*Inquiries may be directed to Wendy Phippen, Associate Vice President of Human Resources and Equity Officer, 3094 Indian Circle, Building A, Room 183C, Marianna, FL 32446, 850-718-2269, [pippenw@chipola.edu](mailto:pippenw@chipola.edu)*