



Educational Planner

E00045

WHY WORK AT SPSCC?

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision,

Position type: Exempt
Salary: \$48,233.00/year
Opens: May 8, 2017
Closes: May 31, 2017
Location: [Main Campus; Olympia, WA](#)

South Puget Sound Community College seeks a creative, dynamic, and collaborative individual to fill the position of Educational Planner in the Advising and Counseling department.

The Educational Planner reports directly to the Director of Advising and Counseling and is responsible for assisting enrolled and prospective students in developing meaningful educational goals and providing educational planning assistance. In addition, this position will be responsible for developing programs and services focused on retention and completion of underrepresented students. A flexible working schedule is required as the position may require some evening and weekend work.

KEY RESPONSIBILITIES

- Assist students with the development of individualized educational plans and appropriate course selection.
- Monitor individual student academic performance and consult with faculty and other departments to ensure student success.
- Advise students of requirements for transfer and professional /technical programs, certificates, special programs and other degrees.
- Assist students in linking career and life goals to educational programs and services.
- Develop and deliver workshops and seminars on student success strategies.
- Assist students in clarifying educational, career, and life goals through career exploration.
- Interpret placement test scores and articulate college policies and procedures.
- Conduct student orientation and advising sessions.
- Provide supportive intervention and outreach to students and appropriate referrals to college resources or community agencies for personal counseling or related issues.
- Assist in the development of advising materials, including online advising services and processes that facilitate an efficient and effective advising system.

life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the [State Board Retirement Plan](#) (SBRP) and [Department of Retirement Systems](#) (DRS). Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to [Washington Health Care Authority](#).

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes 24 days of vacation, 11 paid holidays, and 12 days of sick leave

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

- Work with various college departments and other institutions to maintain accurate and current curriculum information and interpret their policies as well as degree and transfer requirements.
- Assist in maintaining educational planning materials for college degrees and programs.
- Develop and implement advisor training materials, presentations and workshops; maintain transfer information and transfer advising resources.
- Identify trends and best practices through literature review, research, campus visitations and professional development.
- Serve on college committees and as a resource for faculty, staff and students regarding the needs of veteran and military connected students.

MINIMUM QUALIFICATIONS

- Master's degree (completed or in progress) in Advising, Counseling, Education or related area from an accredited college or university.
- Experience working with college eligible students.
- Ability to provide comprehensive and creative educational planning, degree exploration and advising services.
- Experience developing and/or conducting classroom presentations and group advising services.
- Extensive application using the Microsoft Office software (Outlook, Word, Excel, PowerPoint) and using technology to track student interaction and services.
- Ability to multitask in a fast paced environment.
- Ability to handle a large caseload of students.
- Ability to work in a fast paced, student-centered environment, with multiple competing priorities.
- Excellent communication skills and the ability to present in front of groups, work well with others, and function as a team member.
- Commitment to a working environment.

Supplemental Questions

Your responses to the following questions are required as part of your application for this position; not to exceed three (3) pages.

1. Please describe your experience and philosophy advising students with the development of educational plans and course selection.
2. How do you see this position supporting student learning, success, & completion?
3. Briefly describe an experience you have had in creating or supporting a diverse and inclusive work environment.

HOW TO APPLY

Interested candidates may apply by submitting the following required items:

1. [Completed SPSCC Employment Application](#)

2. Letter of application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement.
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications.
4. Responses to the Supplemental Questions.
5. Copies of unofficial transcripts.

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512