



Frank Phillips College

Full-Time Position Available

POSITION: Campus Academic Advisor and Outreach Director

POSITION POSTED: February 6, 2018

DESCRIPTION: This position will serve as an academic advisor and campus outreach director. This individual will advise students and provide educational guidance assisting students planning schedules, recommending courses and determining appropriate education solutions for different types of students concerns. They must also follow through and track the advancement of students. Additionally, must provide case management to students who do not complete coursework or meet the local educational requirements and provide assistance for at-risk students. This position will also work to enhance the effectiveness of the campus by actively seeking additional educational opportunities, working as a campus liaison in the community and assisting with outreach in the community and surrounding area. This position interacts extensively with internal audiences including media, alumni, staff and students.

PREFERRED QUALIFICATIONS: Bachelor's Degree is required and Masters degree preferred. Experience is higher education preferred and teaching experience.

BENEFITS: Full-time positions offer excellent FPC benefits.

SALARY: Salary is commensurate with experience, education and experience.

INSTRUCTIONS: Complete the online application at www.fpctx.edu and attach a Letter of Application, Resume, and at least three (3) professional references. Copies of transcripts may be e-mailed to jbrand@fpctx.edu.

FOR MORE INFORMATION: Jackie Brand, Executive Assistant to the President

Frank Phillips College

P.O. Box 5118

Borger, TX 79036

Phone: 806-457-4244

Fax: 806-457-4224

All applicants are subject to a background check.

Frank Phillips College does not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FPC also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX officer, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 732, scarroll@fpctx.edu and/or the Section 504/ADA Coordinator, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 777, djohnson@fpctx.edu.

Frank Phillips College no discrimina por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. FPC también proporciona igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes designados. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext. 732 y/o al Coordinador de la Sección 504/ADA del distrito escolar, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806)457-4200, ext 777, djohnson@fpctx.edu.