



### **Career Opportunity - Educational Advisor (Part-Time)**

Esperanza College of Eastern University seeks two part-time **Educational Advisors** to work directly with students providing academic advising, academic coaching, transfer advising, career planning, and retention services designed to keep students enrolled in college and help them achieve their educational goals. Each Educational Advisor position will focus on one of the following academic concentration areas offered at Esperanza College:

- Business, Accounting, Digital Communication, and Media and Technology
- Early Childhood Education, Criminal Justice and Community and Human Services

Esperanza College is a partnership between Esperanza and Eastern University. The college is located in a primarily Hispanic community in eastern North Philadelphia. Esperanza College is a branch campus of Eastern University offering Associates and Bachelor programs in Business, Christian Youth Ministry, Community and Human Services, Criminal Justice, Digital Communication, Early Childhood Education, Health Sciences, Medical Assisting, Media & Technology, and more.

Position Responsibilities include:

- Provide academic advising services to students on an on-going basis
- Conduct all aspects of advising case load management including student outreach, follow-up, and resource referral
- Conduct biweekly meetings with students to review, discuss, and monitor academic progress including attendance, participation, preparedness, and attitude
- Provide accurate information regarding policies and procedures, educational options, core and major requirements, curricular offerings, externship opportunities, career opportunities, and available support services
- Work collaboratively with students in course selection and registration
- Help students with long and short range academic and financial planning, time management, study skills, and career development
- Provide career counseling including career decision making and job-hunting strategies for externships (field experience) and full-time jobs
- Assist student's transition to Eastern University or transfer to other institutions
- Collect data, monitor, and evaluate students' satisfactory academic progress
- Maintain accurate academic records
- Contact and maintain ongoing meetings with students on probation or who have been identified by faculty through the Early Retention Alert system
- Consult with instructors to plan academic support for students and foster development of strong student/faculty relationships
- Monitor student progress toward graduation by regularly reviewing degree audit and making sure students understand their requirements for graduation



- Serve as liaison with financial aid, student accounts, and registrar to ensure that students understand their financial obligations and have planned accordingly
- Refer students to college and community support services as needed, and monitor their usage of these activities

The successful candidate will have:

- BA/BS Degree from an accredited college or university in Business, Communication, Technology or a related field of study; Master's degree in a related field,
- 1-2 years of related experience in Higher Education, Student Personnel Administration, Education, or Counseling preferred
- Knowledge of academic advising, financial aid, and student services
- Ability to deliver high-touch, proactive customer service
- Ability to operate in concert with the Mission and Doctrinal statements of Esperanza College and Eastern University
- Ability to provide culturally sensitive and spiritually centered guidance to a diverse student body.
- Keen attention to detail, effective interpersonal, written and oral communication skills, in addition to presentation skills
- Proficient skills with Microsoft Office, Google Docs, and other similar software required
- Bilingual (fluent in written and spoken English and Spanish) preferred
- Must be available to work evenings, weekends, and non-traditional hours to accommodate day/evening classes and student activities

Our campus is located at: 4261 North 5th Street Philadelphia, PA 19140. Interested candidates should email a resume to: [jobs@esperanza.us](mailto:jobs@esperanza.us) and please indicate **Educational Advisor** in the subject line.

For more information, check us out on the web at: [www.esperanza.us](http://www.esperanza.us)

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