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**SNOW  
COLLEGE**

OPEN POSITION:

**Academic Advisor Concurrent  
Enrollment Officer**



## About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training

certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

## Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

## Mission

***Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.***

## Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs



in select disciplines for the citizens of Central Utah.

## The Job

### Description:

Snow College seeks a highly collaborative advising professional to support Concurrent Enrollment Academic Advising activities in the Northern region of Utah. The selected candidate will work as a member of a team of 3 highly motivated academic advising professionals. This position reports to the Director of Concurrent Enrollment.

This is an 11-month Ephraim campus position representing Snow College Concurrent Enrollment in the Northern Utah region. This position requires the flexibility to work irregular hours as needed, extensive travel to high schools within assigned region, regular travel statewide for professional development activities/training/meetings/advising support. Snow College vehicle, cell phone allowance, and laptop provided.

### Qualifications:

- Bachelor's degree required, Master's degree preferred.
- Successful experience in student services-related position(s), especially academic advising and/or admissions
- Experience in academic advisement, registration, transfer advisement and other basic student services as required
- Excellent people, presentation and communication skills, written and verbal
- Excellent organization and prioritization skills
- Excellent problem-solving skills
- Proficient in computer skills, reporting software such as ARGOS, and Banner or similar student information system

### Duties:

- Learn and perform responsibilities of academic advising consistent with Snow College Student Success Advisors
- Deliver high quality Snow College Concurrent Enrollment presentations at various high school sponsored registration events
- Assist high school counselors in scheduling courses to be received from Snow College Concurrent Enrollment
- Organize and schedule regular and timely visits with assigned area high school personnel (counselors, students, secretaries, etc.)
- Advise/assist/empower high school students to understand the systems and programs of higher education as well as personally perform basic registration tasks (admission, registration, financial aid, add/drop/withdrawals, etc.)
- Maintain security and confidentiality of student information/working knowledge of FERPA
- Maintain effective communication with Snow College Director of Concurrent Enrollment, Assistant Director of Academic Advisement and Completion Initiatives, and fellow Concurrent Enrollment Academic Advisors
- Assist high school students with career advising, major-specific requirements for their institution of choice, and transfer information
- Assist/orient high school high school students to important academic-related deadlines, scholarship questions and deadlines, GPA requirements, graduation requirements, holds, policies, etc.

- Remain within assigned budget for high school area
- Attend meetings and trainings as required
- Attend professional conferences with the intent to present on Snow College Concurrent Enrollment Program and other Higher Education topics
- Collaborate and refer high school students to specialists in each of the student success service areas for special needs or issues
- Keep accurate and detailed records
- Pursue training in Banner, college policies and procedures, and customer service practices
- Report to Director of Concurrent Enrollment regarding high schools visited
- Reconcile Purchasing Card responsibilities
- Other duties as required

## Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

### Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

## Strategic Plan

This position is an important part of the College's [Strategic Plan](#).

## Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the [Sanpete County Website](#).



# THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on October 12, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at [jobs@snow.edu](mailto:jobs@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu).

