



**Position Title:** Academic Program Navigator  
**Reports To:** Dean of Retention and Student Success  
**Department:** Student Affairs  
**Classification:** Full-time, Salary-exempt, Grant-funded, Benefits Eligible

## **POSITION OVERVIEW**

The Academic Program Navigator understands and supports academic preparation as it pertains to career readiness and the skills needed to make a positive impact professionally. More specifically, the Academic Program Navigator is responsible for developing, implementing, and evaluating academic progression opportunities for students. They will engage in academic advisement of prospective student and follow these students through the next steps of their progression.

## **DUTIES AND RESPONSIBILITIES**

- Provides comprehensive academic advising services to new, transfer, continuing, and future students. Services will be delivered in one to one, online, group, and telephone settings with an intentional focus on persistence at all phases of academic advising and career planning, and the skills needed to develop an educational plan, leading to completion from LeMoyne-Owen College
- Assists students one-on-one in developing individual education plans, registering for classes, and applying for financial aid and scholarships
- Develop and execute a plan to meet with students to review their academic progression aided by division advisors
- Advise students as they progress through their programs of study with the end goal of program completion and graduation
- Provide detailed information to students concerning career options and the academic requirements, curriculum choices, registration procedures and policies
- Direct students toward career-focused resources such as portfolio development and internship
- Collaborate with institutions' financial aid, registration, and admissions personnel
- Work with Career Services/ CPI Director to develop marketing materials that highlight pathways from high school to bachelor's degree
- Collect and analyze retention data including demographic data by divisions. Based on data analysis and assessment, provide recommendations for sustainability

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree from four-year college or university and one year of related experience

- Master's degree from an accredited institution and two (2) years of experience in higher education student services, preferred

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Familiar with college registration and eligibility requirements
- Excellent interpersonal/customer service skills
- Excellent written and verbal communication skills
- Excellent planning and organizational skills
- Proficient in use of Microsoft Office products

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**