

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	Advisor (Full-Time, Benefitted)
APPLY BY	July 11, 2025
HIRE DATE	July 25, 2025

DIVISION	Student Services
REPORTS TO	Resident Life Manager
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	June 24, 2025

SUMMARY

Promote student success by developing individualized Student Success Plans (SSPs) that serve as roadmaps for each student's academic, career, and personal journey. Build transformational relationships through proactive, strengths-based advising that anticipates challenges and delivers timely, student-centered support. Engage students in meaningful conversations that empower them to define their version of success, set intentional goals, and take ownership of their educational experience. Foster a collaborative and inclusive advising partnership that values each student's unique path, encourages persistence, and cultivates lifelong learning and achievement beyond graduation.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Develop individualized Student Success Plans (SSPs) with applicants and program advisees including career assessments and academic map and support plans. Promote knowledge and skills necessary for college and career success. Reinforce student-driven approach.
- Accurately advise students regarding application, enrollment, waitlist status, curriculum updates, and class offerings/availability. Process program changes, drop/adds, withdrawals, and other changes according to college procedures.
- Assist in acquiring career information, developing career awareness, and advancing employment readiness needed to achieve career goals. Help students select a career pathway/program of study based on student's interests and abilities, career assessments, and job market data. Interpret career assessment results and articulated credits & transfer records to determine placement and transferability.
- Create academic maps for students outlining the courses need to complete their program and have effective and efficient transfer, if desired.
- Provide information and services (including referral services) to enrolled and prospective students on student issues to guide students and ensure student success; duties include, but are not limited to, providing information and services related to areas such as: education, career development, physical and mental health, coursework, and reasonable accommodation and disability services.
- Identify and problem-solve barriers to learning success through the creation of student success plans. Assist with the development and implementation of intervention and retention strategies.
- Follow up on Academic Student Alerts and make campus and community referrals as appropriate.
- Analyze data and identify students at risk for persisting and completing their program. Contact and communicate with students who are at risk for not completing courses and/or programs.
- Empower advisees to actively develop and engage with their Student Success Plans (SSPs) through individualized coaching that fosters meaningful, professional relationships. Use strengths-based strategies to address each student's unique needs while collaboratively mapping out completion pathways and success strategies.
- Support a diverse student population in setting and achieving academic, personal, and career goals by cultivating trust, promoting self-reflection, and encouraging ownership of their educational journey.
- Monitor student progress toward program completion. Educate and train advisees to utilize academic tools and technology related to retention and completion.
- Maintain and assist with the development of advising operating procedures and keep up to date on college policies. Maintain required records and documentation while conducting student sessions in compliance with FERPA regulations.
- Work collaboratively with program faculty, academic leads, and Deans to support students' academic success, build partnerships with academic programs, and increase post-college success.

- This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Incumbents assigned to Advising may be responsible for:

- Providing individualized and broad student advocacy to help prospective, admitted, and enrolled students navigate the college experience.
- Serving as a community outreach specialist by providing college and career exploration activities in district communities/outreach sites and regional secondary schools to generate enrollment.
- Advising, creating, and monitoring student success plans for a caseload of students through academic, career, and personal development.
- Developing and implementing retention strategies for the college overall and specific student populations.

TRAINING AND EXPERIENCE

- Bachelor's degree in Education or related field and 3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Career Development Facilitator Certification or obtainment within one year.

KNOWLEDGE

- Knowledge of Southwest Tech programs and Southwest Wisconsin resources preferred.
- A solid understanding of career exploration resources to assist students in aligning their academic pursuits with career goals.
- Knowledge of student service principles and the ability to tailor approaches to individual student needs.
- Knowledge of Higher education laws and regulations.
- Knowledge of crisis intervention techniques to respond effectively to students experiencing academic, personal, or emotional crises.

SKILLS

- Excellent interpersonal communication skills. Ability to relate successfully with students, other college staff, and people of diverse cultural, social, or educational backgrounds.
- Highly organized, able to manage multiple projects and meet critical deadlines, track details, and work both independently and with a team.
- Superior decision-making and conflict-resolution skills. Ability to use judgment, discretion, and maintain confidentiality with sensitive student issues.
- Familiar with technology, including computer software programs that will be used for data collection, decision-making, communication, etc.

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

If you need an accommodation, call 608.822.2632 (TDD: 608.822.2072) or email disabilityservices@swtc.edu

SALARY RANGE: C42 \$51,741.76 - \$72,438.46

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.