**Transitional Advisor**

Nunez Community College is recruiting for a Transitional Advisor (TA).

The TA’s primary responsibility will be to supervise on campus high school dual enrollment (DE) students. She/he will collaborate with appropriate high school personnel, Nunez faculty members, staff, and administration to address the needs of DE individuals or groups of students. Additionally, the TA will assist Nunez graduating students in transferring to universities and/or career placement.

Qualifications:  Bachelor’s degree in related field and two years’ experience working with high school/college students or young adults in an academic or career services counseling capacity. Master’s degree is preferred. (Official transcripts will be required if selected.) Demonstrated experience or interest in navigating students through their educational transitions as students advance from the high school to the community college to the university or workforce experience is required. Proficient with Microsoft Office Suite.

Announcement is open until filled, but review of applications will begin July 20, 2015. Qualified and interested individuals may apply by submitting a cover letter and resume to the Office of Human Resources of Nunez Community College by one of the following methods—

On-line: resumes@nunez.edu (preferred). Indicate Transitional Advisor in

 the subject line.

Fax: (504) 278-6418

Mail: Nunez Community College

 Human Resources

 3710 Paris Road

 Chalmette, LA 70043

Pursuant to LCTCS Policy, the individual selected will be subject to a criminal background investigation.

 AA/EOE