

Executive Director of Academic Advising (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=269132>

Downloaded On: Dec. 5, 2025 6:13pm

Posted Dec. 5, 2025, set to expire Apr. 3, 2026

Job Title	Executive Director of Academic Advising (Reg FT)
Department	
Institution	Community College of Allegheny County Pittsburgh, Pennsylvania
Date Posted	Dec. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Counseling Services Administration - Student Affairs
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Executive Director of Academic Advising (Reg FT)

Position Title: Executive Director of Academic Advising (Reg FT)

Employment Type: Regular Full-Time

Department: Student Services

Campus: Allegheny Campus

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Performance Evaluation:

Additional Information: This position will remain open until filled. However, to ensure consideration for an interview, please submit your completed application, cover letter, and resume by 12/19/25. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours: Standard College hours are Monday - Friday, 8:30 am - 4:30 pm; Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade: Admin 18 - \$82,420

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Job Category: Administrators

Job Slot: 6137

Job Open Date: 12/5/2025

Job Close Date:

General Summary:

Requirements:

A master's degree in student affairs, higher education administration or a related field.

A minimum of five years of professional experience in academic advising with supervisory and leadership experience, including managing advising teams, implementing strategic initiatives and driving student success efforts.

COMPETENCIES:

- Prior academic advising experience.
- Experience with Microsoft Office and student information systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The college's organizational structure, department operations, services, procedures, policies, and protocols.
- Labor relations.

Skills and Abilities to:

- Possesses strong leadership, supervisory, and organizational skills.

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- Understand, interpret, implement, and enforce policies and procedures.
- Strong verbal and written communication skills and the ability to interact with faculty, staff, students, and external constituents.
- Strong technology skills, including Microsoft Office and student information systems.
- Demonstrated skills to troubleshoot on behalf of students, develop training and professional development sessions, and conduct data collection and analysis.
- Convey and implement expectations of good customer service to staff, solve problems, exercise staff oversight to ensure new operations plans, policies and procedures are consistent with the overall goals and objectives of the college and ensure departments are well informed of enrollment-related changes.
- Strong interpersonal, communication, and problem-solving skills, along with experience in student development theories and academic policy.

Duties:

1. Oversees the academic advising operations, including supervision of FT Advisors, Faculty Advisors, and the Assistant Director of Academic Advising assisting with PT Advisors supervision.
2. Collaborates with Academic Affairs, Student Affairs, /Enrollment Services to assist with the creation, maintenance, and assessment of a wide range of student intervention strategies that will positively impact the student success, retention, and completion of CCAC's diverse student body.
3. Ensures the development of academic advisors' schedules and their ability to meet the needs of students both on site and in a virtual or remote environment.
4. Conducts ongoing assessments of the academic advising program to identify and eliminate barriers to student success and retention.
5. Develops, evaluates, and recommends new processes and programs to support the student's academic experience.
6. Oversees the analysis and preparation of reports for both internal and external use and distribution.

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7. Establishes procedures and protocols for academic advisor interactions with students on academic warning and academic probation to positively impact student retention.
8. Coordinates resources and best practices of advising identified populations, including at-risk, probation/warning, exploring majors, non-traditional, veterans, international, and prospective students.
9. Responsible for providing training on current software platforms utilized in academic advising.
10. Establishes and maintains relationships with internal and external partners to ensure the needs of sub-populations are met (i.e., military and veterans-supported students, Pittsburgh Job Corps, Pittsburgh Promise, and students receiving financial aid).
11. Prepares and monitors the capital and operating budgets for the fiscal year.
12. Provides training and professional development for academic advisors, faculty, and relevant staff to enhance their ability to support students in creating, understanding, and following academic plans.
13. Supports academic advising with a focus on addressing diverse student needs and improving student outcomes.
14. Leads the development of advisor training curricula grounded in best practices, equity-minded advising, and current academic policies - to ensure consistent and high-quality student support across all campuses and modalities.
15. Implements early alert systems and proactive outreach strategies in collaboration with faculty and retention teams to identify students in need of academic support before critical issues arise.
16. Analyzes trends in student enrollment, advising utilization, and academic performance to inform resource allocation, staffing models, and advising caseload management.
17. Champions the integration of roadmap principles into advising practices to ensure students have a clear academic plan aligned with their career goals from entry to completion.
18. Develops and maintains advisor onboarding processes and annual professional growth plans to promote continuous learning, institutional knowledge, and student engagement strategies.
19. Engages in regional and national professional advising networks to stay current on trends, innovations, and policy changes impacting advising and student success.

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20. Facilitates student feedback initiatives (e.g., surveys, focus groups) to inform improvements in advising delivery and enhance overall student experience.

21. Collaborates with institutional research and IT to ensure data-informed advising decisions, including dashboards and predictive analytics for tracking student milestones and persistence.

22. Performs other duties as required or as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

Transcripts: CUSTOM.TRANSSCRIPTS (For Faculty Postings)

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1858>

jeid-0d5b014bbe32ac46adf7e7457d5979f7

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

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