



Job Title: Academic Advisor for Prior Learning – Title V

Location: Donnelly College, Kansas City, Kansas

Full/Part Time: Full-Time

Exempt/Non-Exempt: Exempt

Position Reports to: Assistant Vice President of Student Affairs

About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff, and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor’s and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility that offers an Associate of Arts degree. To find out more, please visit www.donnelly.edu.

Job Summary

The role of the coordinator is to oversee, coordinate and ensure accreditation standards regarding the Donnelly College policies on Credit for Prior Learning (CPL). This position works closely with the Registrar, Faculty, Academic Advisors, and the Coordinator of Assessment to ensure students are being individually advised on CPL procedures such as portfolio assessment, military evaluations and credit by exam. This exciting opportunity requires an individual who is highly flexible, attentive to details, works well with a diverse array of constituencies, and possesses effective communication skills. Candidates must pass a background check and complete Virtus training. This job will be serving adult learners, so flexible working hours, with evenings, will be required.

Responsibilities

- Maintain currency with CPL assessment “best practices” and organizations.
- Create/revise and recommend policies and practices related to CPL so that they are consistent with standards related to accreditation.
- Maintain and update all print and electronic media regarding current practices, policies and procedures regarding the awarding of credit for prior learning and creating new materials.
- Serve as constant point of contact and resource to answer all questions from students, faculty and staff related to CPL.
- Assume a lead role in assisting students to evaluate their next steps after completing an “intake survey” tool.
- Conduct training sessions with advisors and admissions staff to assist them in understanding their role in the CPL process.
- Meet with employers and other state agencies as requested by the AVPSA to explain the process for petitioning credit for prior learning.
- Provide academic advising as well as needs-based counseling assistance to adult students.
- Provide comprehensive needs assessment, academic planning, and on-going monitoring of participants’ progress toward retention, and graduation
- Provide Career advising for adult learners in tandem with Donnelly College Career Services.
- Collect and analyze data for assessment purposes.
- Perform other duties as assigned.

Qualifications

- Bachelor’s degree in counseling, education, or related field preferred, master’s degree preferred.

- Previous experience working with diverse student population.
- Previous experience working with adult learners and awarding credit for prior learning in a college or university
- Teaching experience in secondary, adult, or higher education preferred.
- Knowledge of student development or student advising theory preferred.
- Previous academic advising or counseling experience preferred.
- Ability to manage multiple tasks, set priorities, and meet deadlines.
- Proficient with technology (Microsoft, Student Information System).
- Committed to diversity and serving a diverse population.
- Philosophically aligned with the mission and values of the College.
- Practicing Roman Catholic preferred or able to support Catholic identity.
 - For more information on Catholic identity please use the link <https://www.donnelly.edu/staff/careers> > Click “Questions” and review the article “Catholic Teaching on Special Issues of Concern”

Annual Salary - \$45,000.00

How to Apply

Please e-mail your cover letter, resume, and transcripts to hr@donnelly.edu with **Title V – Prior Learning Coordinator** in the subject line.