



## VACANCY POSTING NOTICE – May 7, 2026

**Title:** Academic Advisor II

**Salary Range:** \$37,944.00

**Contract Term Length:** 12 Months

**Standard Hours:** 37.5

**Work Location:** On-Site

**FLSA Status:** Non-Exempt

**College:** Henderson Community College

**Campus Location:** Henderson Community College

**Department:** Student Services

### **Total Rewards**

Henderson Community College offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity, including:

- Exceptional health care, vision, and dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match
- Vacation/Sick Time
- Work-Life Balance
- 9.5 Paid Holidays
- 2 Weeks Institutional Closing Pay (Last 2 weeks of December) for qualifying positions
- Employee Assistance Program

### **Job Summary**

HCC is looking for an Academic Advisor to provide advising services to Henderson Community College students interested in pursuing an associate's degrees.

---

### **Job Duties:**

- Provide counseling and advising support to associate of arts, associate of science, and technical program students.
  - Provide advising support to students who intend to transfer to bachelor degree programs at partner institutions including Early College Academy and JumpStart Program students
-

- Support students with approved accommodations (ADA).
  - Represent Henderson Community College at community events.
  - Support Henderson Community College's recruitment and outreach efforts.
  - Serve as Henderson Community College's representative on local and system-level peer teams and committees.
  - Other duties as assigned.
- 

### **Minimum Qualifications:**

- Bachelor's degree (Education with a focus on Counseling or Student Affairs, or related field), and two to four years related experience, or equivalent.
  - Experience working with non-traditional students.
  - Excellent interpersonal, writing, and customer service skills
  - Ability to plan, organize, and implement events and day-to-day operations/duties.
  - Demonstrate and facilitate team spirit in the department and community.
- 

### **Preferred Qualifications:**

- Master's degree (Counseling, or related field), and three years related experience, or equivalent.
- 

### **Additional Skills Requested:**

Experience/understanding of higher educational requirements.

---

*Employee Rights - Employee Polygraph Protection Act*

*Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.*

---