



**CAREER DEVELOPMENT COORDINATOR/ACADEMIC ADVISOR  
POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of Career Development Coordinator/Academic Advisor. This is a regular full-time position that will begin immediately. Evening hours as needed.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,250 full- and part-time employees. BC3 has 55 career and transfer programs, with unique programs such as Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, Park and Recreation Management, and Criminology. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training. The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today's higher education landscape. BC3 was named the #1 community college in Pennsylvania by Schools.com. To learn more about BC3, please visit [www.bc3.edu](http://www.bc3.edu).

Reporting to the Associate Director for Academic and Career Planning, the Career Development Coordinator/Academic Advisor is responsible for providing career development resources and programming to students. Assist students with career exploration, academic planning and career readiness, and provide specific programming for the college's undecided population. Coordinate assessment and evaluation of career development initiatives. As a member of the college's advising team, provide general academic, career, and transfer advisement to students, both individually and in small groups. Bachelor's Degree from an accredited institution required. Master's Degree from an accredited institution in Student Affairs in Higher Education, counseling, social work, psychology, education or related field preferred. Experience in career counseling/academic advising preferred. Strong organizational, verbal and written communication skills, presentation skills and computer proficiency required. Experience working at a comprehensive community college preferred.

Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, [copy](#) of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Electronic and faxed documents are not acceptable. Applicants [currently](#) employed by Butler County Community College must authorize in [writing](#) that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Linda M. Dodd  
Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
Butler County Community College

107 College Drive  
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.