



## **ASSISTANT DEAN OF ADVISING AND CAREER PLANNING POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of Assistant Dean of Advising and Career Planning. This is a regular full-time position that will begin immediately.

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 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going “all in” for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. 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. For the fifth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com and BestColleges.com. To learn more about BC3, please visit [www.bc3.edu](http://www.bc3.edu).

Reporting to the Dean of Student Development, the Assistant Dean of Advising and Career Planning is responsible for assisting with the oversight and effective administration of the college wide academic advising program, including transfer and career planning resources, and supervises the Main Campus advising team. The Assistant Dean also coordinates Main Campus enrollment activities, including placement testing/ exemption, orientation and advising for incoming students. Oversees technology and communication plans which support advising and enrollment activities. Coordinates assessment and evaluation of advising and enrollment activities, and uses data to make informed decisions. As a member of the college’s advising team, responsible for providing general academic, career, and transfer advisement to students, both individually and in small groups. Master’s Degree from an accredited institution in institution in College Student Personnel, Counseling, Social Work, Psychology, Education or related field required. Three years of experience in the areas of student affairs or student services in a college setting required. Exceptional organizational, verbal and written communication skills, presentation skills and technological proficiency required. Career/academic advising/counseling experience in a college setting preferred. Enrollment management experience preferred. Experience working with or leading cross functional teams and program or service coordination and oversight preferred. Experience working at a comprehensive community college preferred. Experience with data based decision making preferred. Experience implementing and managing college technologies preferred.

Review of applications will begin immediately. Interested candidates should visit Employment Opportunities listed on the College website at [www.bc3.edu](http://www.bc3.edu), 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 to [HRJobs@bc3.edu](mailto:HRJobs@bc3.edu). Incomplete application packets and/or any materials regarding this position that are 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. 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. Christina M. Fleeger  
Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
Butler County Community College  
107 College Drive  
Butler, PA 16002  
[HRJobs@bc3.edu](mailto:HRJobs@bc3.edu)

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