



VACANCY POSTING NOTICE – July 21, 2025

Title: Academic Advisor II
Salary Range: \$37,944
Contract Term Length: 12 Months
Standard Hours: 37.5
Work Location: On-Site
FLSA Status: Non-Exempt
College: Henderson Community College
Department: Student Affairs

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, 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 degree in health sciences.

Job Duties:

- * Provide counseling and advising support to health science students.
- * Provide assistance to allied health faculty.
- * Serve as an academic advisor to health science credential-seeking students.
- * 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.
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Preferred Qualifications:

- Master's degree (Counseling, or related field), and three years of related experience, or equivalent.
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Additional Skills Requested:

Experience/understanding of higher educational requirements related to health sciences.

Employee Rights - [Employee Polygraph Protection Act](#)

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