

JOB DESCRIPTION



Position Title: Academic/Career Advisor – TRiO/Student Support Services

Department: Counseling and Advising

Employment Category: Non-Exempt Staff

Primary Location: Douglas Campus

FLSA Classification: Non-Exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 11 Months/Year **Pay Grade:** NE07 **Grant-funded**

Position Summary: The Academic/Career Advisor for TRiO/Student Support Services is responsible for providing sound academic advising support to assist students in planning their educational career, learning skills necessary for academic success for program participants, and for connecting students to campus resources and services in support of goal attainment.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides comprehensive academic advising and career and transfer advising services to individuals and groups of students in the TRiO/Student Support Services program using effective communication techniques with various modes of technology; encourages and guides students to define and develop realistic goals

Collaborates with college recruiters and department staff on new and returning students and in the areas of financial aid, admissions, and records or other areas, serving as an advocate on behalf of students; develops and conducts workshops in support of student learning and career options

Assists program participants in finding tutoring services; provides advice and assistance in postsecondary course selection, assists student with information on both the full range of student financial aid programs, benefits and resources for locating public and private scholarships; and assists in completing financial aid applications

Provides education and advising services designed to improve financial and economic literacy, assists students in applying for admission to undergraduate and professional programs; assists students enrolled in two-year institutions apply for admission and obtain financial assistance for enrollment in four-year programs

Provides individualized advising for career and academic information, activities, and instruction designed to acquaint students with career options; exposure to cultural events and academic programs not usually available; mentoring programs, securing temporary housing during breaks for students who are homeless youths and students who are in foster care or are aging out of the foster care system

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree from an institution accredited by an institutional accrediting body of higher education recognized by the U.S. Department of Education

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Three years' experience in a higher education system, preferably in the areas of assessment, academic advising, and/or career interest

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

Valid driver's license and the ability to be insured to drive college vehicles is required

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of college operational practices, policies and procedures, and the ability to follow them

Knowledge of Federal TRiO grant program regulations

Knowledge of the proper operation of and the ability to use personal computers and job-related software, including Microsoft Office Suite and other job specific software

Knowledge of academic and/or career advising techniques

Knowledge of diagnostic tests used to assess preparation for college study

Skill in interpersonal communication and cooperative problem solving and the ability to exhibit effective telephone etiquette and basic public relations skills

Skill in listening to issues, synthesizing information and reaching sound conclusions

Skill evaluating a student's academic interests and desires and formulating a plan designed to assist the student in achieving their goals

Skill in setting up and maintaining detailed records

Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently in meeting various time deadlines and work pressures with frequent interruptions

Ability to read and interpret regulations related to academic programs and student requirements for participation in various programs

Ability to establish and maintain effective working relationships with department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Director of TRiO/Student Support Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.