Job Description

Job Title:	Assistant Director Advising	**Grade:**	L
Department:	Advising & Student Success Centers	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The purpose of this position is to assist in the coordination and management of advising services for students.

Characteristics Duties and Responsibilities:

1. Assists in planning, implementing, supervising and evaluating advising services at Central campus.
2. Creates and coordinates new employee training in Student Success Services.
3. Recommends departmental goals and objectives which support institutional goals and objectives.
4. Assists in the development and implementation of Student Success Services policies and procedures.
5. Troubleshoots student concerns as related to advisement and registration processes.
6. Collaborates with Director of Advising & Student Success Centers in coordinating assignments of work activities and programs.
7. Collaborates as an administrative resource for other areas of Student Success Services.
8. Assists management of support staff operations.
9. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director of Advising & Student Success Centers
Direction Given: Direct supervision of assigned staff

Minimum Requirements:

Master's Degree from a regionally accredited institution in Student Services, Psychology, Sociology, Counseling, Social Work, Education or related area and two to four years of student advising experience at the college level

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. September 2013

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Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of academic program requirements
Advising theory and practices
Strong communication and leadership skills
Ability to work well with individuals from diverse backgrounds

Working Conditions:

Typical Office Environment

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