



## Job Description

<b>Job Title:</b>	Academic Advisor - Specialized	<b>Grade:</b>	I
<b>Department:</b>	Counseling and Advisement Services	<b>FLSA:</b>	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:**

Performs a variety of tasks related to advising students with undecided majors regarding career direction and program/course selection. In addition, provides more in-depth advising services to students in health sciences, engineering and information technology programs.

### **Characteristic Duties and Responsibilities:**

1. Provides information and guidance to new, prospective and undecided students to assist in the transition to a college environment.
2. Explains policies, procedures and program requirements and assists students in selecting educational and career goals.
3. Advises and assists students in planning and selecting courses that meet degree requirements, educational and career goals.
4. Provides in-depth advising to students identified technical programs.
5. Works with program faculty in the coordination of group advising and orientation sessions.
6. Works with program faculty to maintain advising work sheets and other needed information.
7. Advises students regarding academic problems or concerns; assists students in obtaining support and resources to meet these specific needs.
8. Reviews, interprets and evaluates applicant test scores and other information
9. Designs and delivers workshops, class presentation and individualized learning sessions to enhance the development of effective academic skills.
10. Serves with program faculty members on the Advisement Management Team (AMT).
11. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Director, Advising and Student Success Centers

**Direction Given:** No responsibility or authority for the supervision of others, project direction or program administration

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.

August 2008



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### **Minimum Requirements:**

Bachelor's degree in education, psychology, sociology, human services, history, communications, or counseling education from an accredited college or university and one year of experience related to academic advising

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of academic advising theories and principles  
Knowledge of program and course offerings at the college  
Understanding of all degree requirements as well as state and federal regulations  
Understanding of requirements for transferring course credits  
Advising skills  
Presentation skills  
Ability to work well with individuals with diverse backgrounds

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses or off-campus to attend conferences and meetings; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse