



Job Description

Job Title:	Academic Advisor	Grade:	I
Department:	Counseling and Advisement Services	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:

Performs a variety of tasks related to advising students with undecided majors regarding career direction and program/course selection.

Characteristic Duties and Responsibilities:

1. Provides academic counseling to new and prospective students without an academic major; explains policies, procedures, and program requirements and assists students in selecting educational and career goals.
2. Advises and counsels students in planning and selecting courses that meet educational and career goals.
3. Consults with students regarding academic problems or concerns and assists students in obtaining support to meet these specific needs.
4. Reviews, interprets, and evaluates applicant test scores and other information to determine eligibility status.
5. Maintains library of educational and career information; reviews and updates information as necessary.
6. Designs, schedules, and facilitates training sessions for faculty on use of databases for advising purposes.
7. Assists in coordinating visits of prospective students to College; answers questions and provides information regarding admission requirements to prospective students.
8. Maintains records and files on advising activities; updates information and pulls inactive files.
9. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Associate Dean Student Success

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

Minimum Requirements:

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

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.

October 2006



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Knowledge, Skills, Abilities and Worker Characteristics:

Counseling skills

Presentation skills

Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment; frequently sitting at a desk or workstation using a computer terminal, keyboard, mouse and telephone; frequently interacting/conversing with students either by telephone or in person; infrequently traveling between buildings on campus or to other campuses; infrequently lifting or carrying items up to 10 lbs.