



## Job Description

<b>Job Title:</b>	Academic Advisor – REACH IT Grant	<b>Grade:</b>	J
<b>Department:</b>	CCE - Business & Industry	<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:**

Advocates for REACH IT students as they attain personal and educational goals. Helps students connect with available resources in order to achieve success (examples include identifying assistance available through community agencies and referral to other college resources). Also assists with grant administrative functions.

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

1. Provides academic guidance to current and prospective students, in both individual and group settings.
2. Registers students for scholarship classes and explains policies, procedures, and program requirements and assists students in selecting career goals.
3. Consults with students regarding academic problems or concerns and assists students in obtaining support to meet these specific needs.
4. Participates in selection processes. Assists with reviewing, interpreting, and evaluating applications and other information to determine eligibility status.
5. Develops and manages REACH IT social media presence and maintains educational and career information library; reviews and updates information as necessary.
6. As needed, assists with career coaching/social media training provided to grant recipients.
7. Maintains recipient records and files; updates information and case notes.

### **Reporting Relationships:**

**Direction Received:** Reports to Associate Dean

**Direction Given:** No responsibility or authority for the supervision of others

### **Minimum Requirements:**

- Bachelor's Degree from an regionally accredited institution
- One year of academic advising or career transition experience



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

- Counseling skills
- Presentation skills
- Ability to communicate effectively verbally and in writing; active listening skills
- Administrative/organizational skills
- Social media skills and website management experience preferred
- Ability to connect with people and demonstrate empathy, sensitivity and confidentiality
- Ability to work well with individuals with diverse backgrounds

### **Working Conditions:**

Typical office environment