



Job Description

Job Title:	Academic Advisor	Grade:	J
Department:	College and Career Readiness	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. Conducting Basic Skills Orientation, compiling student records, submitting reports/grades and communication to faculty.

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.

Reporting Relationships:

Direction Received: Reports to Coordinator

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



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and one year of full-time academic advising experience

Knowledge, Skills, Abilities and Worker Characteristics:

- Counseling skills
- Presentation skills
- Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment