



## Job Description

<b>Job Title:</b>	Online Advising Developer	<b>Grade:</b>	J
<b>Department:</b>	Student Success 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:**

Delivers professional guidance and information to students for programs of study culminating in a degree, certificate or diploma. Advises students in determining educational and vocational goals, course selection, registration and program information.

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

1. Coordinates online advising services for students. Designs and monitors the ICAN site to ensure counseling services are available to students, faculty and staff. Recommends and implements improvements and expansion to ICAN.
2. Using electronic or online systems, advises students in determining educational and vocational goals, course selection, registration, program requirements, and how to access information on these topics.
3. Using electronic or online systems, counsels students on how to overcome individual academic problems and provides referrals for additional academic and tutoring assistance.
4. Reviews, evaluates, and interprets transcripts and test results of applicants to the college.
5. Provides information to students and parents regarding admission requirements and other policies and procedures.
6. Assists in the orientation process for new students at the college.
7. May act as liaison between student and faculty in order to resolve any conflicts or problems.
8. May mentor or assist in the training of peer advisors and work study students.
9. Maintains files on activities; gathers and records information in order to track progress of individual students.
10. Using electronic or online systems, advises students on how to overcome individual academic problems and provides referrals for additional academic assistance and tutoring.



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11. Provides academic counseling to students; explains policies, procedures, and program requirements and assists students in selecting educational and career goals.
12. Advises students in planning and selecting courses.
13. Develops prototype designs, theme motifs, mock-ups required to provide users with an understanding of potential design options and to implement phases of development process.
14. Creates template pages and interface screens.
15. Interacts with other web development team members with the creation of interfaces for dynamic or active web content. Communicates website design strategies, guidelines and workflows.
16. Tests and debugs the web sites and applications with regards to usability.
17. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Dean, Student Success Services

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



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### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Education, Psychology, Sociology, Human Services, History, Communication or Counseling Education and one year of experience as an academic advisor; one year experience related to an academic setting and basic knowledge of web design

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

Knowledge of academic program requirements  
Knowledge of counseling techniques, online and face-to-face  
Ability to work well with individuals with diverse backgrounds

### **Working Conditions:**

Typical office environment