

JOB DESCRIPTION



Position Title: Academic/Career Advisor – Temporary

Department: Counseling and Advising

Employment Category: Non-Exempt Staff

Primary Location: Douglas Campus

FLSA Classification: Non-Exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE07

Position Summary: The Academic/Career Advisor – Temporary is responsible for providing student-centered academic advising support to assist students in planning their educational career, learning skills necessary for academic success. Connecting students to campus resources and services in support of goal attainment.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of College policies and procedures, this position:

Provides comprehensive academic and career planning services to students using effective communication techniques with various modes of technology and encouraging and guiding students to define and develop academic goals

Participates in annual commencement ceremony, ongoing departmental training and cross-training activities to ensure an understanding of the colleges programs, curriculum, graduation requirements, policies, and procedures, and resources and services available to students, coordinating with staff in the areas of financial aid, registration and admission, and other enrollment management services

Collaborates with college recruiters and department staff on new student onboarding program in addition to supporting retention and student success programming

Engages students in academic and career planning assessments, interprets results, and assists students in developing an educational plan that leads to student success and completion. Supports an appreciative advising framework that focuses on building positive and trusting relationships with students and colleagues

Participates in college committees and task forces as required and works with faculty and academic staff to develop student-focused processes and assists in the development of goals and objectives for the department

Provides brief crisis intervention support and refers students to the college CARE Team for appropriate referral support while supporting trauma informed practices; advises students on academic lack-of-progress probation/suspension

Supports the college's early alert program and other related retention initiatives and collaborates with college faculty and staff to facilitate student success, retention, and persistence

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Bachelor's degree, preferably in counseling or a related field, from an institution accredited by an institutional accrediting body of higher education recognized by the US Department of Education
Three years' higher education system experience preferably to include two years in assessment, academic advising, recruitment and career interest assessment/advising

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Banner and DegreeWorks
Knowledge of academic and/or career advising techniques and case management support
Knowledge of diagnostic tests used to assess preparation for college study
Knowledge of the proper operation of and the ability to use personal computers and standard office equipment
Skill in evaluating a student's academic interests and desires to formulate a plan designed to assist the student in achievement of specified goals
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
Ability to read and interpret policies related to academic programs and student requirements for participation in various programs

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate control. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Director of Counseling and Advising

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.