ACADEMIC ADVISOR
POSITION DESCRIPTION

The Academic Advisor is a member of the Student Affairs Division and reports directly to the Vice President of Student Affairs in a 12 month, full-time capacity. The Academic Advisor adheres to the College’s advising standards, policies, and procedures and will work collaboratively to provide accommodations involving assistive technology. Responsibilities of the Academic Advisor include educating individuals about the value of academic advisement and importance of understanding the registration process, developing orientation activities that instill this knowledge at the onset of the students’ educational experience, presenting training workshops for the College community regarding information, procedures and academic requirements while assisting with the on-going assessment and improvement of academic advising. The Academic Advisor is expected to work the evening and weekend hours that the Academic Advisement Center is open.

SPECIFIC RESPONSIBILITIES

1. Assists current and prospective students regarding academic planning, program and course selection, scheduling, and with assistive technology accommodations

2. Advises students on academic, career and personal issues; identifies the educational and career options appropriate for each student and assists with the analysis of each option, including possible outcomes and their implications; if needed, refers student to counseling services; sets up an action plan for the student to explore alternative careers and related majors

3. Identifies options for student to satisfy degree requirements; evaluates and makes recommendations while assisting students in completion

4. Monitors academic progress of students; refers students to appropriate campus resources for assistance; communicates findings to coaches and administrators

5. Maintains student files and records; documents all pertinent student information; updates computerized information system regarding changes to student status

6. Interprets and explains college policies and procedures; participates in preparation of orientations and presents academic information to new students and parents during orientation

7. Assists in recruitment of potential students by advising them of general academic requirements of a specific college; describes courses; disseminates information regarding registration procedures; prepares recruitment packets

8. Gathers and/or calculates necessary information such as GPA's or enrollment statistics; prepares various reports as requested
9. Assists students with admission and registration/provides guidance in course selection in keeping with the student's interests, values and abilities

10. Cover the hours assigned in the Academic Advisement Center; which will include day and/or evening hours and various weekends

11. Work collaboratively with the entire academic advisement team while serving as a productive member of the Student Affairs Division

12. Keep abreast of current issues and trends in higher education to provide excellent student service through articulation and implementation of a student-centered philosophy

13. Collaborative communication style with ability to lead by positive example and influence

14. Maintain a student records management system using computer proficiency

REQUIRED QUALIFICATIONS

1. Bachelor’s degree required

2. One year of professional experience, or the equivalent, in higher education

3. Experience working with various standard computer software programs (i.e. Excel, Banner, Access, and WORD)

4. Must be able to work evenings and weekends hours in which the Advisement Center is open

PREFERRED QUALIFICATIONS

1. A Master’s degree

2. Experience working in a community college setting and prior academic advisement experience preferred

3. Experience with assistive technology

REPORTING RESPONSIBILITIES:

The Academic Advisor will report to the Vice President of Student Affairs.

Approved by the Board of Trustees – March 21, 2011
Resolution # 11-22
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