

ACADEMIC ADVISOR

POSITION CLASSIFICATION:

PROFESSIONAL

This position, under the direction of the Vice President of Student Services is responsible for the implementation of activities and services that support students through various stages of planning and decision-making regarding admission to the college and academic success. The Academic Advisor provides advisement and awareness activities directly to students, designed to assist them in determining academic direction and developing a plan for achieving their goals. The Advisor also assists in the provision of advisement programs and services for first semester students including admission and academic advisement, first advisement workshops and registration activities, transfer planning, academic recovery and persistence services, and recruitment activities, as assigned.

POSITION QUALIFICATIONS:

Education:

Bachelor's degree in counseling, student affairs or related field, Master's preferred.

Experience:

Work experience, preferably at a community college, conducting the following activities: directly advising and assisting students in determining career direction, setting career goals, and developing a plan for achieving those goals; teaching/providing presentations; developing and implementing advising programs/services; project planning, management, and implementation; collaborating and coordinating efforts with others; evaluating outcomes of specified activities.

Skills:

Must possess exceptional organizational and planning skills, proficiency in conducting informational research and in utilizing an array of resources for doing so, excellent interpersonal skills, oral and written communication skills, and ability to collaborate with others, ability to inspire and motivate others. Must demonstrate enthusiasm for working with potential applicants, students, parents, families, professionals within the community, colleagues on campus, and members of the general public. Ability to plan, implement and evaluate projects and assignments. Demonstrated competency of the Spanish language at an intermediate or fluent level.

POSITION RESPONSIBILITIES:

Develops and implements activities designed to assist students in achieving academic and personal goals, developing a reasonable plan of action for achieving their goals. Activities include provision of advisement, workshops and

seminars, materials and resources, program and events that support students in this process, including workshops, events and programs, academic interest inventories and surveys, resources for conducting career related research, academic related decision-making and planning, transfer planning. Evaluates effectiveness and reports outcomes to the Vice President.

Implements programs and interventions specifically designed to assist 'undeclared' students to 'declare' a major and/or career direction, prior to the end of the first semester of enrollment. Responsibilities include developing structure for systematic interventions that stretch over the first semester; planning and coordinating efforts with other professional staff to ensure effective implementation; evaluating effectiveness and reporting outcomes to the Vice President.

Works as a team member assisting the Vice President in the provision of integrated advisement programs and services designed to directly support new and first semester students through various stages of planning and decision-making, including admission, academic, career and transfer matters. Assists in implementation of academic recovery programs for all students.

Works as a team member assisting the Vice President in the implementation of First Advisement Workshops and registration activities for new, readmitting and currently enrolled first semester students, as assigned.

Works with faculty, staff, and external service providers and agencies to coordinate and implement services for students with disabilities. Acts as an advocate for students with disabilities/special population students and participates in development of an educational environment that promotes their success.

Assists in the implementation of recruitment activities and special events on and off campus, as assigned.

Assists in measuring the outcomes of specified recruitment and advisement activities, as assigned.

Regularly assesses and evaluates areas of responsibility to determine strengths and weaknesses, problem areas that need to be addressed, or areas that function well and thus denote expansion or replication.

Serves on college committees, as assigned.

Performs all other essential functions of the job, as assigned.