



Position Title:	Academic & Career Advisor	Job Code:	3603
Reports To:	Director of Advisement & Career Services	Job Group:	PENC
Department:	Advisement & Career Services	Salary Grade:	12
Prepared By/Date:	Student Services Deans/11-18-2009	FLSA Status:	Exempt
Approved By/Date:	Student Services Deans/11-18-2009		
Revised:	Jennifer C. Brito/6-14-2010		

Summary:

The Academic & Career Advisor reports to the Director of Advisement and Career Services at the Campus. This individual assists students with defining and clarifying their educational and career goals and resolving issues related to academic difficulties.

Essential Duties and Responsibilities:

- Provides academic and career advisement for students in the following categories: new, transfer, transient, undecided, and those not making satisfactory progress as outlined in the Standards of Academic Progress.
- Assists students with clarifying their career and academic goals
- Resolves student advisement issues
- Assists students with creating, following, and adjusting their individualized educational plan (IEP)
- Develops and facilitates workshops related to academic advisement, career exploration, transfer process and employability skills
- Participates in scheduled training activities and workshops
- Provides information about graduation and verifies graduation eligibility
- Provides advisement training to faculty and staff
- Provides admission, assessment and registration information
- Participates in recruiting activities
- Serves on College and Campus committees
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of academic advising and career development principles and practices
- Experience advising students
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Familiarity with the student information system
- Ability to establish and maintain effective working relationships with academic departments, faculty, staff, students, and the local community
- Effective communication skills both orally and in writing.
- Ability to effectively present information in one-on-one and small group situations
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to establish and maintain effective public relations.
- Ability to interact in a positive manner in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel: Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in related field and three (3) years of related experience. Qualified candidates must be able to work a flexible schedule including days, evenings, and some weekend assignments.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name