



**Position Title:** Academic & Career Advisor/Pre-Admissions Counselor  
**Reports To:** Director  
**Department:** New Student Center  
**Prepared By/Date:** Carol Nash/11-1-2010  
**Approved By/Date:** Dr. Mercedes Quiroga/11-8-2010  
**Revised:** Jennifer C. Brito/11-9-2010  
**Job Code:** 3603  
**Job Group:** PENC  
**Salary Grade:** 12  
**FLSA Status:** Exempt

**Summary:**

The Academic & Career Advisor/Pre-Admissions Counselor assists students with defining and clarifying their educational and career goals and directing them to the appropriate program of study.

**Essential Duties and Responsibilities:**

- Provides pre-admissions counseling, along with academic and career advisement for students in the following categories: prospective, new and undecided students
- Assists students with clarifying their career and academic goals
- Resolves student advisement issues
- Participates in scheduled training activities and workshops
- Provides admission, assessment and registration information
- Participates in recruitment activities
- Serves on College and campus committees
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, policies and procedures and programs
- Knowledge of academic advising and career development principles and practices
- Experience advising students
- Familiarity with the student information system
- Ability to establish and maintain effective working relationships with academic departments, faculty, staff, students, and 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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

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
- 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