



**Position Title:** Part-Time Academic Advisor for EAP & Foreign Languages

**Job Code:** 8311

**Grade:** CT

**Reports To:** Chairperson of EAP & Foreign Languages

**FLSA:** Exempt

**Job Description:**

The Part-Time Academic Advisor for EAP & Foreign Languages works with both new and continuing EAP and foreign language students by helping them define and clarify their educational goals.

**Duties & Responsibilities:**

- Assists students with interpreting placement testing results and course selection process
- Recommends courses and programs of study for new, continuing and transferring students
- Registers students
- Provides information about the College, including admission, registration, and special programs of study
- Refers students to appropriate departments for additional assistance as needed
- Provides information about graduation and transfer requirements
- Conducts follow-up activities such as classroom visits to provide early registration assistance and general advisement in order to increase student success and retention
- Advises students who are under the Standard of Academic Progress
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- 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.
- 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.
- Effective communication skills both orally and in writing
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- 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.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name