



Position Title: Part-Time Academic Advisor – Hospitality Management

Job Code: 8311

Grade: CT

Reports To: Director, Hospitality Management Program

FLSA: Exempt

Job Description:

The Part-Time Academic Advisor works with both new and continuing students by helping them define and clarify their educational goals for the Hospitality Management program.

Duties & Responsibilities:

- Recommends courses and programs of study for new, continuing and transferring students
- Provides information about the College, including admission, registration, and special programs of study
- Provides information about graduation and transfer requirements
- Advises student who are under the Standard of Academic Progress
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in Hospitality Management or in an appropriate field from a regionally accredited institution and three (3) years of related experience
- Knowledge and understanding of College organization, goals and objectives, policies and procedures is desired
- Ability to work and communicate effectively, orally and in writing
- Ability to promote and maintain effective employee and public relations is essential
- Ability to work in multi-ethnic/multicultural environment
- Prior computer experience an advantage

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name