



Position Title: Part-Time Academic Advisor – School of Justice

Job Code: 8311

Reports To: Department Chair

Grade: CT

FLSA: Exempt

Job Description:

The Part-Time Academic Advisor for the School of Justice is responsible for outreach, recruitment, orientation, intake, assessment, and advisement activities leading to enrollment of students in the BAS degree and Public Safety market. This individual manages programs in various outreach centers, whether in a school, faith-based organizations, community centers, business, community organizations, service agencies, or community Development Corporations.

Duties & Responsibilities:

- Advises students with career and school selection process, and developing an educational plan
- Conducts case management activities, including maintaining an individual student database
- Maintains and protects the privacy of program participants and their files, electronic or paper in compliance with the US Department of Education requirements
- Maintains accountability for assisting a participant to overcome barriers to postsecondary education
- Provides admission and financial aid application assistance and guidance for process paper and online, and follow up for retention purposes
- Conducts educational, financial aid, applications and career counseling workshops to SOT students
- Serves on college committees
- Attends in-house and external training workshops, as assigned
- Assembles, collects, and reports data useful for program evaluation
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in appropriate field and three (3) years of related work experience
- Must have excellent oral and written communication and office management; strong computer skills
- Must have excellent interpersonal skills
- Must be able to promote and maintain effective employee and public relations.
- Must be able to work and communicate effectively, orally, and in writing.
- Must be able to work independently with minimal supervision
- Must be able to travel to other college campuses, other educational institutions and EOC outreach centers, as required by the position
- Must be able to work with socio-economically disadvantaged individuals

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name