



Position Title: Part-Time Advising Coordinator

Job Code: 8349

Grade: CT

Reports To: Department Chairperson, College Preparatory English **FLSA:** Non-Exempt

Job Description:

The Part-Time Advising Coordinator will be responsible for assisting College Prep reading and writing students transition from one level of reading and/or writing to the next level, scheduling additional lab time.

Duties & Responsibilities:

- Coordinates departmental advisement sessions with college prep faculty for their students
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate degree from a regionally accredited institution and two (2) years experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name