



**Position Title:** Part-Time Academic Advisor, IMLS Library Project PIPELINE

**Job Code:** 8410

**Grade:** CT

**Reports To:** Library Director

**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.

**Duties & Responsibilities:**

- Advises students with career and class selection process, and developing educational plan.
- Recommends courses and programs of study for new, continuing and transferring students
- Conducts case management activities, including maintaining an individual student database
- Assembles, collects and reports data useful for program evaluation
- Conducts advisement workshops.
- 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 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
- Promotes and maintains effective employee and public relations

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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