

# Job Description

Position Title: Academic Advisor

Job Family: Student Services

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 04

## Position Summary:

The Academic Advisor aids students in setting academic goals and acquiring relevant information and services. Provides high-level academic advice to guide students into making decisions consistent with interests, goals, abilities and degree requirements both on-line and in-person; identifies at-risk students. Serves as a liaison between division deans, faculty, and area staff to develop and support the execution of strategic initiatives. Participates in outreach events to increase enrollment and awareness. Performs administrative tasks including registration, paperwork processing, and resource referral.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Ensures programmatic advice and course recommendations provide student pathways for transfer and employment opportunities.
2. Develops individual academic plans to ensure students register for correct coursework and tracks progress to identify at-risk students for additional support.
3. Creates, schedules, and conducts new student orientations, group advisory sessions, and events including internal and external partnerships.
4. Networks with industry and educational leaders, attends advisory board meetings, and translates industry changes into updated academic practices to ensure programmatic alignment with student pathways and course recommendations.
5. Meets individually with current and prospective students to facilitate academic planning and scheduling and address student concerns. Compiles, develops, analyzes, and monitors course requests and approvals.
6. Analyzes confidential student information; identifies issues and discrepancies; and, formulates recommendations for appropriate action based on findings.
7. Provides technical information and interpretation of College policies, practices and procedures; best practices, trends in student development theory; and, Federal and state laws and regulations to ensure student compliance.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices as well as college policies and procedures.
2. Knowledge of internal and external customer service principles and practices.
3. Knowledge of principles and methods for promoting programs and services.
4. Knowledge and application of various instructional methodologies.
5. Skill in analyzing data and drawing conclusions.
6. Skill in effective communication (both written and oral).
7. Skill in organization, coordination and management.
8. Skill in public speaking.
9. Ability to develop and maintain effective and positive working relationships.

## Supervision:

- Not responsible for supervising the work of others.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
  - One (1) to Three (3) years of related experience required.
  - Three (3) to Five (5) years of related experience preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License