Job Title: Academic Advisor

Job Code: 11128

JOB SUMMARY

The Academic Advisor is responsible for delivering excellent and relevant academic advisement, information, and services to technical college students.

MAJOR DUTIES

- Advises students on academic requirements and selection of courses;
- Assists students in developing and personalizing an education plan;
- Disseminates information on institutional policies and procedures;
- Evaluates and determines the transfer of credits; researches course descriptions to determine transferability;
- Reviews and interprets placement and other standardized test scores, unofficial transcripts, and course prerequisites;
- Understands the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.;
- Performs and interprets degree audits;
- Understands graduation requirements for programs;
- Monitors student registration activities and recommends solutions to academic difficulties;
- Coordinates communications to the students regarding advisement, academic calendar, and other related issues;
- Maintains accurate electronic records of interactions with students;
- Serves as student advocate when appropriate;
- Refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement, admissions processes, business office questions;
- Participates in the development, implementation, review, presentation, and revision of orientations for the first-time college students and transfer students;
- Stays abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, expanding facilities, updates in college-wide initiatives, transfer requirements, and state and federal mandates;
- Engages in professional development activities, including but not limited to memberships in professional organizations; attendance at conferences, workshops, division, and department training sessions; stay current with information technology skills;
- Participates in the planning, implementation, and the evaluation of the academic advisement program's goals and objectives;
- Participates in institutional student development and retention programs;
- Serves as resource for faculty/staff;
- Develops advising materials and presentations to support individual and group student sessions;
- Completes administrative reports as assigned.
COMPETENCIES

- Interpersonal skills
- Coordination, planning and organizational skills
- Excellent computer skills
- Effective communication skills, both written and verbal
- Ability to work independently and collaboratively with others or in teams
- Ability to work with complex systems in a fast-paced and dynamic environment
- Skills in problem solving and critical thinking

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field *and* Two (2) years of related work experience
- Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.