

Spec. Code:	0055
Occ. Area:	02
Work Area:	078
Prob. Period:	12 mo.
Prom Line:	None
Effective Date:	00/00/00
Last Action	Rev.

## **PROGRAM/STUDENT ADVISOR**

### **Function of Job**

Serve as the primary resource, mentor, and consultant for students regarding all aspects of their educational development, career planning, and personal growth. Monitors and assists in guiding student progress, provides referrals to other university department or outside agencies for services, and engages students as necessary to meet their individual needs. Assists and/or coordinates the departmental or campus-wide student recruiting process, or other associated activities regarding the recruitment of students. Provides counseling to students regarding other subsidiary programs (e.g., admissions requirements, international programs, study abroad, or veteran's programs) offered by both university and external sources and performs associated outreach functions to internal and external constituencies. Interact with other faculty and academic/administrative professionals to assist in the development and delivery of introductory curriculum and/or workshops related to academic success. Insures that students are provided information and accessibility to university resources and programs that will assist them in being successful during their college education/experience. These employees work under general supervision.

### **Characteristic Duties and Responsibilities**

1. Provides academic program-specific advisement to traditional, transfer, and non-traditional (adult) students regarding course requirements, transfer articulation, and academic progress; determines eligibility and satisfactory progress toward degree completion; and communicates academic progress and findings to university administrators to ensure compliance with financial aid, academic, and athletic requirements.
2. Administer, evaluate, and grade aptitude, achievement, and similar examinations; reviews and modifies grade checks for accuracy, overload petitions, and curriculum changes.
3. Develops individual student action plan to achieve academic goals, career objectives, and personal growth; evaluates transcripts to determine student eligibility and progress; maintains and manages official student academic record in accordance with recognized protocols.

4. Provides referral services for students to appropriate campus resources for assistance, study skills, tutoring, counseling, etc.
5. Develops and coordinates student recruitment activities, including attending college day/night programs, college fairs and high schools; disseminates information at campus open houses or other settings; assists or develops and maintains promotional and marketing plans; e.g., social networks, list serves, and email blasts.
6. Provides academic program-specific advisement to students regarding admissions policies/procedures and general academic program requirements; describes courses, disseminates information regarding registration procedures.
7. Provides information and/or advises students on financial assistance, student work programs, and/or scholarships available in the university; advises students on work opportunities in the area and placement opportunities in local industry, and arranges interviews with company representatives.
8. Develop and conduct programs and workshops regarding Internships, pre-professional preparation, major exploration, and career development; supervises student activities and provides professional or technical assistance where necessary, and conducts introductory courses for minimal academic credit.
9. Prepares and produces statistical reports and other formal records in accordance with applicable laws and procedures; reviews and recommends record management and other academic processing procedures.
10. Supervises assigned status or non-status employees and/or graduate/undergraduate students.
11. Performs other related duties as assigned.

#### **MINIMUM ACCEPTABLE QUALIFICATIONS**

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree.\*
2. Additional education or other formal training in an area of specialization inherent to the position may be required.\*
3. Demonstrated work experience in the area of specialization inherent to the position may be required.\*

*\*Bachelor degree, additional education, training and/or work experience in a distinct academic discipline or area of specialization may be designated by the Employer. Such designations must be directly linked to the specific position description and requirements.*

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

1. Customer and Personal Service — Knowledge of principles and processes for providing quality educational advising services. This includes student needs assessment, meeting quality standards for services, and evaluation of student satisfaction.
2. Administration and Management — Knowledge of business and management principles involved in the presentation and delivery of academic programs, strategic planning, resource allocation, leadership techniques, recruitment methods, and coordination of people and resources.
3. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Knowledge of educational, evaluation, and measurement principles, practices, methods, and techniques, university policies and procedures.
6. Speaking — Talking to others to convey information effectively; ability to develop a rapport with students.
7. Written Expression — The ability to communicate information and ideas in writing so others will understand.
8. Ability to establish effective working relationships with students, faculty, and staff.