



Human Resources

POSITION DESCRIPTION

DATE: 10/3/17

POSITION #: _____

NAME OF INCUMBENT(S): _____

JOB TITLE: Academic & Career Advisor

DIVISION: Student Affairs

DEPARTMENT: Academic & Career Advising

REPORTS TO (position #): FA9691

STATUS: Please place a ✓, X or highlight the text for the appropriate status and fill-in the blanks.

Regular/Continuing Temporary/Grant-Funded
x Bargaining Unit: MAHE x Full-Time (40 hrs); Part-time: 40 Hours/week
Non-Bargaining Individual position or Pooled position (more than one employee)

PAY TABLE/LEVEL/GRADE: _____

JOB SUMMARY: This section should summarize the overall purpose ("mission") of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

The Academic & Career Advisor reports to the Associate Dean of Academic and Career Pathways and provides direct student support in the development, progression and completion of their educational and career goals by providing academic and career advising as well as transfer advising. The incumbent will provide direct student support in the development, progression and completion of students' educational and career goals by providing academic, career and transfer advising. Support student success and goal completion by creating an Educational Development Plan (EDP) with each student. Coordinate programming and related activities for a specific advising cohort group by working closely with academic programs, student service departments and/or transfer institutions. Listen and respond to student needs and direct them to other wrap around services such as tutoring, counseling, financial aid, etc. Assist students with the development of career awareness and career planning resources. Support overall campus programs such as orientation, transfer and other related campus events. Duties may include evenings, occasional Saturdays, and work at extension centers and various off campus locations.

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s (add more pages & #s if needed) of those supervised:

Position # _____ position # _____ position # _____ position # _____ position # _____

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements (add more pages if needed). List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% I. reconciles grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.*

- 50% 1. Advise and document student interactions (in all media) concerning degree and career requirements, course selection, academic status, and class expectations in support of student goals and academic program requirements. Support recruitment and retention functions by communicating with potential students and referring students to available student support services, such as personal counseling, study skills, tutoring, financial aid, etc. Facilitate the completion and monitoring of Educational Development Plans (EDPs) for individual students and/or groups; maintain and update student records. Advise students in all majors and transfer curricula. Interpret basic skill testing results.
- 40% 2. Assist students in the development of career awareness, planning and decision making skills. Research, develop, and conduct presentations (i.e. career planning, employability skills, networking, resume and cover letter prep., work-based learning and student employment opportunities) for LCC classes, student organizations, student/alumni groups and professional/community organizations. Assist with the development/selection of career-related resources and career assessment tools (tests), as well as the coordination/presentation of career planning-related initiatives and programs
- 5% 3. Serve as a liaison in the development of a College-wide advising culture with academic and student service departments to ensure accurate program advising information is communicated to students.
- 5% 4. Participate in ongoing advisor training and professional development and assist in special projects as needed.

CORE COMPETENCIES: *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

KNOWLEDGE: *Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job*

Understanding of and experience with:

- Working knowledge of degree audit and student information systems for reviewing student records, registration and academic issues.
- Ability to read and interpret curricular guides, catalog, and general working knowledge of college policies and procedures.
- Expert knowledge of an academic discipline and/or transfer program as required.
- Strong understanding of developmental advising approaches.
- Knowledge of transfer guidelines and options to four-year institutions.
- Ability to refer students to appropriate offices on campus and to four-year institutions.

COMMUNICATION/INFLUENCE: *Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing "customers".*

- Skills in active listening and questioning.
- Ability to articulate effectively in oral and written form.
- Ability to provide advising services in a variety of modes (i.e. electronic, group advising, telephone, individual).
- Ability to teach students how to access and support their own educational experience.

OTHER: *Other applicable skills and abilities not mentioned above.*

- Commitment to student/customer centered service and support.
- Ability to work with diverse student populations.
- Ability to organize time and workload.
- Must be able to be multi-task.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

- Master's degree required from a regionally accredited institution of higher education required.
- Two years of higher education academic advising experience strongly preferred.
- Excellent customer service and interpersonal skills are required.
- Career advising credential required or willingness to obtain credential within 18 months of hire.
- Experience working with at-risk and multicultural populations preferred.
- Ability to work in an ever-changing, fast-paced, team oriented environment required.
- Experience in teaching, training and facilitating groups is preferred.

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

WORK ENVIRONMENT: Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

Incumbent's name (if any) (print)	Incumbent's signature*	date
Supervisor's name (print)	Supervisor's signature*	date
Dean/ELT's name (print)	Dean/ELT's signature*	date
Note: * signature means approval; otherwise return for signatures		
Human Resources Rep (print)	Human Resources signature	date
Note: position description to be reviewed annually, upon posting or transfer of person and position		

The immediate supervisor is responsible for completion of this form. Use the toolbar option to highlight all materials, equipment, and functions below & fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: _____ Dated: _____ Supervisor's Position #: _____

Materials Used:

Standard Office Equipment:

Computer keyboard, mouse, screen (either desktop or laptop)

Paper and pencil/pen

Projector and screen

Various software (spreadsheet, word-processing, web-base, other media)

Other, please list: Audio Visual equipment

Telephone, blackberry, fax

Copier, collator, reproduction

Standard Trades Equipment:

Carpentry

Electrical

Plumbing

Other repair/maintenance tools, please list: _____

Mental Functions:

Comparing (compare/contrast data, people, things)

Copying (entering, posting, transcribing data)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, things)

Analyzing (examine, test data, present alternative actions)

Synthesizing (combine data, concepts, interpretations)

Auditory Functions:

Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

Near acuity (at 20 inches or less when minute accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up-down and right-left)

Smell and Tasting Functions:

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

Weather (rain, snow, wind)

Vibrations

Extreme cold (inside, outside)

Hazards (fumes, odors, dust, toxic chemicals, allergens,

Extreme heat (inside, outside)

poor ventilation, shock)

Extreme noises

Confined/restricted spaces

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