



Academic Professional Description

DATE	POSITION #	POSITION TITLE
7/10/2019	FI9985	Academic Advisor

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Student Affairs	Academic Advising	Based on Academic Advisor Salary Schedule	FA9691

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: MAHE	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> ____ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
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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.

Driven by compassion, inclusivity, integrity, teamwork, and work-life balance the Student Affairs Division is committed to student success by ensuring that high quality programs and services are delivered by a committed and professional team.

The FT Academic Advisor reports to the Associate Dean of Academic and Career Pathways. The FT Academic Advisor will provide direct support in the development, progression and completion of students’ educational and career goals by providing academic, transfer and career advising. Support student success and program completion by creating “My Academic Pathways” (MAPs) 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. Actively listen and respond to student needs and if needed connect them to other wrap around services such as tutoring, success coaching, counseling, financial aid, etc. Support departmental and campus wide programs such as orientation, senior star day(s), transfer workshops 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 of those supervised).

N/A

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. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
60%	1	Advise and document student interactions (in all media) concerning degree requirements, course selection, academic status, and class expectations in support of student goals and academic program requirements. Support recruitment and retention initiatives by disseminating academic and career information to prospective students, utilizing best practices and engaging new students via orientation and classroom visits. When necessary, provide timely referrals to available student support services, such as success coaching, counseling, learning commons, financial aid, etc. Facilitate the completion and monitoring of "My Academic Pathways" (MAPs) for individual students and/or groups; maintain and update student records. Advise students in all majors and transfer curricula. Interpret basic skill testing results.
20%	2	Assist students in the development of career awareness, planning and decision making skills. Research, develop, and conduct presentations (i.e. degree works, selecting a pathway, leadership opportunities, navigating transfer options) for LCC classes, student organizations, student/alumni groups and professional/community organizations.
10%	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.
10%	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 work in an ever-changing, fast-paced, team oriented environment
- Ability to organize time and workload.
- Must be able to be multi-task.



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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.

Required

- Master's degree required from a regionally accredited institution of higher education required.
- Two years of higher education academic advising experience required.
- Excellent customer service and interpersonal skills are required

Preferred

- Experience working with at-risk and multicultural populations preferred.
- 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 characteristic 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

SIGNATURES

Supervisor's Name: Type here

Supervisor's Signature: Gary King Date: 7/10/19

Dean/ELT's Name: Type here

Dean/ELT's Signature: Ronda Miller Date: 7/10/19

HR Rep: Sydney Glasscoe

HR Rep Signature: Sydney Glasscoe Date: 7/10/19

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

Position #: FI9974

Date: 7/10/2019

Supervisor's Position #: FA9691

Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when 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)

- 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 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)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises