DATE:	**5/15/2018**		POSITION #:	**PVTRIO**
NAME OF INCUMBENT(S):	**Vernicka Tyson**			
JOB TITLE**:**	**PT Academic Advisor**			
DIVISION:	**Student Affairs**			
DEPARTMENT:	**Trio**			
PAY TABLE/LEVEL/GRADE:	**MD**		REPORTS TO:	**CFA006-00**

STATUS: *Please click the appropriate boxes that apply*.

☐ Regular/Continuing   ☐ Temporary/Limited Duration   ☐ Full-Time (40 hrs/wk)

☑ Bargaining Unit: ☐ Individual Position   ☑ Part-Time:
     MAHE   25   Hours/Week

☐ Non-Bargaining   ☑ Pooled Position:

☑ Provisional/Grant Funded   1 No. of Employee if this position is pooled.

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.*)

*Click here to enter job summary. This box will expand as you type.*Advise students in all majors. Assist with completing and monitoring My Academic Pathways. Serve as a liaison with other academic support units on campus to ensure accurate advising information is communicated to students. In collaboration with academic departments, advise students concerning degree requirements, course selection, academic status, and class expectations.

Collaborate in registration planning activities and provide assistance with fall, spring and summer registrations. Support retention functions by communicating with potential students and referring students to available student support services, such as study skills, tutoring, financial aid, career and personal counseling etc. Monitoring students' performance and academic plans to provide adequate intervention. Maintain and update student records, work with student databases.

Participate in and lead small group activities such as TRiO new student orientations, summer institute workshops, graduation/transfer workshops and chaperone college visits and cultural activities.

Assist in special projects as needed as well as complete and submit semester reports to TRIO director. This position is 12 months and works 20-25 hours/week.

This position requires a flexible schedule that includes some evenings and Saturdays.

DIRECT REPORTS: (*If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

Direct Report(s):	*Click here to enter position numbers. Use comma to separate*

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 grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.*

%	No.	Essential Duties and Responsibilities
70	1	Advise students in all majors and transfer curricula. Interpret basic skill testing results.
10	2	Assist with completing and monitoring academic education development plans and financial aid.
5	3	Manage advising caseload (200+) students using a holistic, developmental approach to advising.
2	4	Serve as a liaison with other academic support departments on campus to ensure accurate advising information is communicated to students.
3	5	In collaboration with other academic departments, advise students concerning degree requirements, course selection, academic status and class expectations.
3	6	Determine students likelihood of success and establish checks and balances to ensure that students obtain cumulative and semester grade point averages above 2.0.
3	7	Maintain and update student records, work with databases.
1	8	Develop and participate in programming initiatives such as Trio Orientation, Summer Institute, LCC Orientation, First Year Experience courses and provide outreach and career advising support to Trio students.
1	9	Attend campus visits and cultural event activities.
1	10	Develop and facilitate advising seminars for students.
1	11	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.*

Excellent organizational, writing and communication skills required. Must demonstrate a commitment to work in a team environment as well as a commitment to diversity, continuous improvement and the community college philosophy. Ability to work in an ever-changing, fast paced, team oriented environment.

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 from a regionally accredited institution of higher learning in Student Affairs, Higher Education Administration, Student Development, Counseling, Education or related field required.

- Two (2) years experience with adult populations is required.

- Three (3) years experience in a higher educational setting providing personal, career, or academic advising preferred.

- Two (2) years experience working with first-generation, financially disadvantaged, and at risk populations preferred.

- Two (2) years experience working with low income, first generation, and disabled students in the area of academic advising workshop development, systems development, and internships preferred.

- Excellent written communication and public speaking/presentation skills required.

- Excellent word processing and editing skills required.

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).		Incumbent's Signature*		Date	
Supervisor's Name	**Jessica Cecil**	Supervisor's Signature*		Date	
Dean/ELT's Name		Dean/ELT's Signature		Date	
Note: Signature means approval, otherwise return for signatures.					
Human Resources Rep.		HR Rep Signature		Date	
Note: Position description to be reviewed annually, upon posting or transfer of person or position.					

Lansing Community College ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: **PVTRIO**	Date: **4/29/2014**	Supervisor's Position #: **CFA006-00**

Materials Used:

Standard Office Equipment:

- ☑ Computer keyboard, mouse, screen (either desktop or laptop)
- ☑ Various software (spreadsheet, word-processing, web-base, other media)
- ☑ Telephone, blackberry, fax
- ☑ Paper and Pencil/pen
- ☑ Projector and Screen
- ☑ Copier. collator, reproduction

Others, please list:

Standard Trades Equipment:

- ☐ Carpentry
- ☐ Electrical
- ☐ Plumbing

Others repair/maintenance tools, please list:

Mental Functions:

- ☑ Comparing (compare/contrast data, people, things)
- ☑ Copying (entering, posting, transcribing data)
- ☑ Synthesizing (combine data, concepts, interpretations)
- ☑ Analyzing (examine, test data, present alternative actions)
- ☑ Computing (math calculations or carrying out formula operations)
- ☑ Compiling (gathering, classifying, evaluating data, people, things)

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 upt to 20 lbs of force to lift, carry, push, pull, move object; 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)
- ☐ Extreme noises
- ☐ Confined/restricted spaces
- ☐ Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)