



Academic Professional Description

DATE	POSITION #	POSITION TITLE
5/15/2019	PVADVS	Supplemental 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 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 type="checkbox"/>	Full-Time (40 hrs/wk): <input type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/> ____ Hrs/Week	Pooled Position: <input checked="" type="checkbox"/>	4 # 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 PT Supplemental Advisor reports to the Associate Dean of Academic and Career Pathways. The PT Supplemental Advisor will provide direct support in the development, progression and completion of students’ educational and career goals by providing academic and transfer advising. Support student success and program completion by creating “My Academic Pathways” (MAPs) with each student. 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 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 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 and career requirements, course selection, academic status, and course expectations in support of student goals and academic program requirements. Facilitate the completion and monitoring of "My Academic Pathway" (MAPs) for individual students and/or groups; maintain and update student records.
30	2	To assist with recruitment and retention initiatives, supplemental advisors will utilize best practices to engage prospective and new students via orientation, classroom visits and other institutional programming.
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.

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.
- Excellent customer service and interpersonal skills are required.
- Ability to work in an ever-changing, fast-paced, team oriented environment required.

Preferred

- Two years of higher education academic advising experience strongly 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



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SIGNATURES

Supervisor's Name: Gary King

Supervisor's Signature: *Gary King* **Date:** 5/15/19

Dean/ELT's Name: Ronda Miller

Dean/ELT's Signature: *Ronda Miller* **Date:** 5/15/19

HR Rep: Sydney Glasscoe

HR Rep Signature: *Sydney Glasscoe* **Date:** 5/16/19

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 #: PVADVS

Date: 4/29/2019

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