



### ACADEMIC ADVISOR

**SALARY GRADE:** [C1-46](#)

**DEFINITION:**

Under the direction of an assigned supervisor, provide a wide range of support services related to retention and matriculation, to assist students with information and support needed to achieve educational goals.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide a wide range of support services related to retention and matriculation, to assist students with information and support to achieve educational goals.
2. Determine degree and transfer requirements, listing course sequences, and allowing multiple options to fulfill requirements for certificates, AA degrees, and admission criteria for transfer to other educational institutions; clarify academic policies and assist students with appropriate course selection.
3. Learn, interpret, analyze and apply campus and District policies and procedures, and both State and federal regulations, to assist students; make appropriate referrals to counselors.
4. Perform individual review of student records to determine eligibility for certificates and AA degrees; complete applications for certificates and AA degrees; explain the graduation processes and time lines; verify student progress towards completion of educational goals.
5. Review transcripts from other institutions; explain formal evaluation process; complete and submit appropriate documentation.
6. Assist with development, preparation and presentation of information, through workshops, group and individual appointments; attend and conduct a variety of meetings, conferences, and in-services; coordinate and promote campus programs and services. Attend In-Service training when subject is related to academic advising.
7. Identify students in crisis who require immediate attention, make appropriate on- and off- campus referrals, initiate and maintain on-going contact with on and off-campus referral sources.
8. Review academic records, explain to students how to comply with federal and State mandates for obtaining financial aid, financial aid extensions and veteran benefits; explain assessment and placement tests results to students; maintain student records and interview notes.
9. Review academic records of probation students; explain probation policies and procedures and make referrals to counselors and other student services.
10. Provide appropriate referral and information on available resources to faculty, staff, and students as necessary; establish and maintain effective communication with representatives from transfer institutions as appropriate.
11. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Applicable sections of the State Education Code and other applicable laws.
2. Community College transfer processes and procedures.
3. Principles of effective interviewing and advising.
4. Educational and support service needs for diversified student populations.
5. Public speaking techniques.
6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Operation of a computer and other office equipment.
9. Record-keeping techniques.
10. Effective research techniques.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Provide a wide range of support services related to retention and matriculation to assist students with information and support needed to achieve educational goals.
3. Determine academic eligibility based on supporting documentation.
4. Identify student needs and explain plans and alternatives.
5. Maintain current knowledge of rules, regulations, requirements and restrictions.
6. Learn, interpret, apply and explain policies, procedures, rules and regulations; comprehend when and how to make appropriate referrals.
7. Communicate effectively both orally and in writing.
8. Prepare and deliver oral presentations.
9. Establish and maintain cooperative and effective working relationships with others.
10. Maintain records and prepare reports.
11. Operate a computer and other office equipment.
12. Work independently.

### **Education and Experience**

Any combination equivalent to:

1. Bachelor's degree preferably in social science or related field.
2. Two (2) years increasingly responsible experience working with student records and transcripts and involving frequent public contact.

## **WORKING CONDITIONS:**

### **Environment:**

1. Office environment.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 30 lbs.