

HLC Accreditation Evidence

• FR/FL Advisement Coordinator

URL:

Office of Origin:

• Vice President of Instruction

Contact(s):

 Dean of Military Academics, Technical Education, and Outreach Programs

 Director of Military Student Services/Military Academic Services

Barton County Community College

Job Description

*Position Title: Advisement Coordinator-B Prepared On: 05-30
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Department: Military Academic Services	*Grade: 11
Reports to: Dean of Military Academic Services	*Classification: Exempt
Supervises: 2 Direct Indirect	Effective Date: 05-07-12
Approved by: JH	Revised Date: 04-30-19

Role: Responsible for the day-to-day academic advisement of all Fort Riley students in coordination and collaboration with the Barton County Campus Advisement Center. Responsible for the direct supervision and ongoing training of all academic advisors at the Fort Riley Campus to include assistance on advisor assignments and student degree program updates.

Major Duties and Responsibilities:

% of	Major Duties and Responsibilities (greatest in importance)	(E) Essential or
Time		(N) Nonessential
30	Manages and directs academic advising activities for the Fort Riley campus in collaboration with Advisement Coordinator-A and with major/faculty advisors located on the Great Bend campus. This includes processing Change of Major Request forms, assigning advisees, ensuring degree requirement information is current/correct and assisting with general Advisement inquiries.	(E) Essential
25	Advises students that are pursuing Great Bend degree programs. Utilizes DegreeWorks to ensure degree requirement information is current/correct and provides referrals as needed.	(E) Essential
25	Evaluates incoming official high school and college transcripts, as well as ensures transcripts are imaged for electronic storage.	(E) Essential
15	Completes graduation audits for students that are within 12 credit hours of degree completion. Awards degrees and requests diplomas. Coordinates the Barton graduation list for post-wide graduation ceremony.	(E) Essential
		Select From List

5	Performs other duties as needed or assigned.	(N) Nonessential
100% (I	Percent of time must total 100 %.)	

Expectations:

1	Demonstrate commitment to the highest ethical standards of professional practice, as well as personal and professional integrity.
2	Maintain accurate information regarding degree and graduation requirements for students within graduation range.
3	Evaluate Academic Advisors' performance to ensure proper advising and customer service is being provided to students.
4	Practice continuous collaboration with Advisement Coordinator A to ensure provision of consistent advisement information and service. Ensure academic advisors and customer service representatives are aware of requirements.

Knowledge and Skills:

*Experience:	Six months to two years of similar or related experience.
*Education:	A Bachelor's degree.
*Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills:	Organization and follow-up skills . Effective communication skills, both oral and written. Ability to analyze and solve problems, and manage multiple customer/student needs while providing excellent customer service.

Physical Safety/Working Environment:

*Physical Safety:	The work is sedentary. Typically, the employee may sit comfortably to do the
	work. However, there may be some walking, standing, bending, carrying of
	light items, driving an automobile, etc. No special physical demands are
	required to perform the work.

*Working Environment:	Regular exposure to favorable conditions such as those found in a normal office or classroom.
	Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.
	Regular exposure to unfavorable environments such as: weather body fluids toxic laboratory industrial chemicals confined locations dirty and noisy locations Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.