

Barton County Community College

Job Description

*Position Title: Academic Advisor - E, G	Prepared On:
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Department: Testing, Advisement and Career Services	*Grade: 9
Reports to: Advisement Coordinator	*Classification: Exempt
Supervises: 0 Direct 0 Indirect	Effective Date: 1/8/09
Approved by: JH	Revised Date: 3/1/18

Role: Provides general advisement, with the primary responsibility of assisting students with their educational plans and related academic and student support. Additional responsibilities include tasks related to the administrative portion and maintenance of the advisement system.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
40	Provide academic advisement and enrollment assistance to new and current students who have not identified a major area of study, in addition to monitoring the academic and personal progress of advisees as well as establishing and maintaining regular contact providing opportunities for goal setting, career and personal exploration, major, program and course selection as well as transfer.	(E) Essential
30	Assist all college departments with recruitment and advisement of prospective students.	(E) Essential
20	Assist with advisement system functions via data input to update student program information, processing and distributing dept reports/forms and as required or needed.	(E) Essential
5	Participate in training and in-service workshops and other professional activities as well as participating in cross-training in career exploration and testing, serving on various College teams and committies as needed.	(E) Essential
		(E) Essential
		Select From List
5	Performs other duties as needed or assigned.	N

100% (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.	Deliver exceptional customer service to student and the public in accordance with the college mission.

Knowledge and Skills:

*Experience:	Two years to five years of similar or related experience.
*Education:	A two-year college degree or completion of a specialized course of study at a business or trade school.
*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:	

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:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom. <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.

	<p>Regular exposure to unfavorable environments such as:</p> <ul style="list-style-type: none"><input type="checkbox"/> weather<input type="checkbox"/> body fluids<input type="checkbox"/> toxic laboratory<input type="checkbox"/> industrial chemicals<input type="checkbox"/> confined locations<input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>
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*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.