



HLC Accreditation Evidence

Title: Academic Advisor & VA Specialist Job Description

Office of Origin: HR

Barton County Community College
Job Description

*Position Title: Academic Advisor & VA Specialist	Prepared On: 06/12/2012
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Department: Testing, Advisement & Career Services (TAC)	*Grade: 9
Reports to: Director of TACs	*Classification: Exempt
Supervises: Student Employees Direct 3 Indirect	Effective Date: 11/2/12
Approved by: AMH	Revised Date: 11/2/2012

Role: Responsible for all aspects of VA certification for Great Bend Campus. Assist with the advisement process; manage computer lab; assist with student employment; and assist with administrative duties for Testing, Advisement, and Career Services (TACs)

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
40%	Advising VA students; providing course certification to VA each cycle/session/semester; reporting student progress to VA; maintenance of financial records and reports as well as ITE forms. Maintain compliance with VA Coordinator at Fort Riley to ensure training/processes are consistent on both campuses.	(E) Essential
30%	Assist the Career Center with services they provide which includes: assisting students with the student employment process; coordination of job fair; assisting Testing Coordinator with maintenance of spreadsheets of test scores, entering scores in BANNER, and administer make-up test and other proctor required exams; monitor computer lab, keep schedule for lab, and greet students; work with faculty and staff to maintain and develop programs to assist student to be successful at work; track all usage of lab and prepare appropriate reports; provide administrative support for the TACs department.	(E) Essential
10%	Carry an advisement load as assigned by Advisement Coordinator.	(E) Essential
10%	Assist TAC department with enrollment and other support as needed.	(E) Essential
5%	Provide supervision and appropriate documentation for student employees assigned to Assessment Center.	(E) Essential
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5	Performs other duties as needed or assigned.	(N) Nonessential

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 and communication to co-workers, students and the public in accordance with the college mission.
3	Exhibit ability to multitask while completing objectives.

Knowledge and Skills:

*Experience:	Two years to five years of similar or related experience.
*Education:	(1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.
*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.
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<p>*Working Environment:</p>	<p><input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom.</p> <p><input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.</p> <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.