**Position Description – The “Other Duties” Section**

Barton’s position descriptions include an area that states, “performs other duties as needed or assigned.” In an effort to provide insight to what might be included in “other duties” the following functional list is provided that may or may not be associated with your employment depending on program and/or discipline area. A visit with your supervisor will provide added information.

**Advising**

* Complete student tracking (diploma/course/program/degree completion)
* Conduct student advisement appointments
* Assist students with employment searches
* Engage in financial aid discussions with students and collaborate with the Financial Aid Department as necessary
* Serve in support of student’s mental health and well-being
* Develop rapport with advisees
* Participate in student workshops (examples: STEM Fridays, writing Tuesdays)
* Sponsor student clubs and organizations as applicable to instructional area

**Partnering**

* Lead advisory boards as applicable to instructional area
* Interact with industry leaders
* Stay aware of industry trends, interests and needs
* Seek clinical/field experience partnerships
* Participate in third party accreditation as applicable to instructional area
* Complete required reports for agencies
* Network with other colleges for development of 2+2 agreements
* Comply with regulations/requirements applicable to industry area

**Promote Programs**

* Seek new programming opportunities
* Participate in student recruitment (events, student meetings, tours, etc.)
* Provide content for program web pages and ideas for social media
* Participate in class scheduling
* Review academic degree maps
* Participate in biennial Instructional Reviews

**Operations (Applicable to Specific Programs/Discipline Areas)**

* Facility (Shop/Lab) up-keep
* Laundry
* Maintain inventory
* Design and purchase applicable equipment and supplies
* Track ordered items

6/9/23