Online/Academic Advisor
Student Services

FULL OR PART-TIME

Full Time; 12 Month Professional

JOB DUTIES & RESPONSIBILITIES
The position reports to the Director of Advising and Counseling and is responsible for assisting in the development of student assessment, advisement, and placement. Responsibilities include: providing students with developmental academic advising, academic goal clarification and career planning; utilizing technology for advisement and registration purposes; administering and interpreting the Accuplacer; assisting with new student orientations, and advising projects. In addition, this position has primary responsibilities for assisting and advising distance students thru extensive use of email, telephone, and other communication media. This position will consult with lead directors and advisors of all online programs and departments. This person will sit on committees involving distance/online learning issues and serve on the Grassroots Online Committee, as well as the Web Advisory Committee. There is approximately a 50/50 split in time between serving online students and those on campus. Other duties as assigned by the Director.

JOB QUALIFICATIONS
A Bachelor’s degree in Psychology, Human Services, Business, or related field. Must be personable, articulate and able to interpret policies and procedures. Must be able to work in a fast paced environment of constant change and variety. Have strong verbal and written communication skills. Must have excellent computer skills. Prefer working with advising diverse populations, experience in advisement center concept, familiarity with online learning issues and experience working with at risk students. The successful candidate will have a strong commitment to the community college philosophy and value diversity. Some evenings and weekend hours required. Physical Requirements: Varied sitting, standing, bending, walking. Ability to lift up to 25lbs related equipment/office supplies. All candidates are subject to a Criminal Background Investigation prior to any offer of employment.