

Seward County Community College
Structured Compensation - Job Description
Advising Coordinator

Data Year: 2019

Prepared On: 06/20/2019

Department:	Student Services	Grade:	10
Reports To:	Dean of Students	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	A Hackbarth-Onson, C Donovan	Effective Date:	07/15/2019
		Revised Date:	06/20/2019

Role:

Coordinator is responsible for student activities that contribute to a holistic first year experience within the college campus environment. Involved in leadership and collaboration of a range of student services including but not limited to academic advising, career advising, instructing First Year Seminar courses, informational/training programs and campus programming. Work with student accessibility services to ensure that students have access to and understanding of accommodations. 207 days per fiscal year

Essential Functions & Responsibilities:

- E 65% Provides advising, career advising, assistance and guidance to students. Includes work within the At-Risk committee as lead to follow up on areas of concern.
- E 20% Provides support for students with disabilities to ensure understanding and availability of classroom accommodations. Provides testing when requested and takes lead in assisting students with disabilities and other students with technology opportunities to assist with classroom learning.
- E 5% Provides two credit hours of instruction for First Year Seminar.
- E 5% Provides programming support as needed for orientation, college success, positive mental health or student development workshops or programs for students.
- N 5% Other duties as assigned.

Performance Measurements:

1. To provide academic and career advising services to students staying up to date on best practices. Manage the At-Risk committee and required documentation and follow-up.
2. To provide 2 credits of instruction for First Year Seminar per academic year.
3. To coordinate and schedule testing accommodations for students with disabilities.
4. To meet with students each semester to identify, orient to the campus and assist with necessary learning accommodations specifically with students with documented disabilities.
5. To follow-up with students and faculty to assure that identified learning accommodations are being provided. Provide suggestions/recommendations for change as appropriate.
6. To assist with training and materials for students and faculty regarding disability services.
7. To manage an advising caseload, including organization and follow-up during key enrollment periods. Also, to contribute with suggestions/recommendations for change as appropriate.

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8. To maintain specified office hours of accessibility to students and faculty for assistance with any of the areas of responsibility affiliated with the position.
9. To maintain a professional work environment that welcomes and encourages students, faculty and staff to visit.

Knowledge and Skills:

Experience	Six months to two years of counseling or advising experience in an academic setting or related experience.
Education	Bachelor's degree in any discipline. Bilingual: fluent in English and Spanish speaking preferred.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Knowledge of: Student Development Proficient in Microsoft Office programs, i.e. Word, Excel, PowerPoint. Problem solving skills Excellent interpersonal and written communication skills Skills: Advising processes Student transfer process and advising. FERPA Student advising and support techniques Effective Critical thinking & problem-solving skills Abilities: Maintain a professional work environment. Foster positive, effective working relationships with internal and external stakeholders. Effective written & verbal communication Perform consistently under the pressure of deadlines. Encourage a high standard of ethical conduct among personnel. Learn new software as needed. Motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Work cooperatively and effectively with individuals of diverse backgrounds.
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly.

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Sitting for a period of 1 hour at one time with a total of 6 hours
Standing for a period of 15 min at one time with a total of 1 hour
Walking for a period of 15 min at one time with a total of 1 hour
Lifting up to 25 lbs. occasionally
Carrying up to 20 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Bending and reaching above shoulder level occasionally
Keyboarding 6 hours daily
Expose to dust, fumes, and gases while driving school vehicles

Work Environment Typical office environment. Travel for conferences or to transport students occasional.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

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

Printed Employee Name

Date

Employee Signature