

Seward County Community College
Structured Compensation - Job Description
Advisor/Transfer Coordinator

Data Year: 2019

Prepared On: 06/20/2019

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|--------------------|------------------|----------------------|------------|
| Department: | Student Services | Grade: | 10 |
| Reports To: | Dean of Students | Classification: | Exempt |
| Supervises Direct: | 0 | Supervises Indirect: | 0 |
| Approved By: | Celeste Donovan | Effective Date: | 10/01/2016 |
| | | Revised Date: | 06/20/2019 |

Role:

This position provides organized leadership in establishing a range of transfer services with designated universities and colleges. This position recruits, assists and advises students within the transfer process and provides guidance and information to advisors on transfer and transfer related processes. This position is responsible for communicating and leading the transfer guide and transfer articulation creation, organization and communication process. In addition, this position is responsible for contributing to student activities and outreach events that contribute to a holistic first year experience and attract a diverse group of students to attend and complete degrees at Seward County Community College. 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. 227 days per fiscal year

Essential Functions & Responsibilities:

- E 65% Provides advising, career advising, assistance and guidance services to students.
- E 20% Assists with programming and retention initiatives for the college which includes 3 credits of First Year Seminar instruction per year
- E 10% Develops and maintains transfer and articulation agreements. Provides leadership in educating academic advisors on transfer processes and resources.
- N 5% Performs other functions as assigned by the Dean of Students.

Performance Measurements:

1. To provide academic and career advising services to students staying up to date on best practices as they relate to career development and the transfer process. Communicates and educates students on this process
2. To provide 3 credits of instruction for First Year Seminar per academic year.
3. Coordinates transfer fairs and other opportunities to assist students with degree completion and success transfer or work attainment
4. Evaluates existing transfer/articulation agreements, consults on status, meets with appropriate campus and university personnel, develops agreements and facilitates the signature process for complete implementation of the agreements. Communicates with student's faculty and staff
5. Works within a team setting on retention initiatives, activities and outreach events to contribute to a college success culture. Assists with outreach activities leading to the successful enrollment, retention and completion of a diverse student-body.
6. To assist with training and materials for students and faculty regarding transfer and the transfer process. Assists the Dean of Students with advisor training

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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.
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.
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Knowledge and Skills:

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|----------------------|---|
| Experience | Two years to five years of experience in a university setting or as a university student. Work with under served populations. |
| Education | A Bachelor's degree with work towards a graduate certificate in advising or a graduate degree expected. |
| 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 transfer process and advising. Research resources for university information. Student Development FERPA Skills: Proficient in Microsoft Office programs, i.e. Word, Excel, PowerPoint. Excellent interpersonal and written communication skills Advising processes Problem solving skills Abilities: Maintain a professional work environment. Foster positive, effective working relationships with internal and external stakeholders. Communicate effectively in written and verbal forms. Implement oral and written directions. Perform consistently under the pressure of deadlines. Encourage a high standard of ethical conduct among personnel. Learn new software as needed. |

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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 ethnic and educational background.
Think critically.

Physical Requirements

Physical requirements are based on an 8 hour work day and may vary slightly.

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 5 lbs. frequently and up to 25 lbs. occasionally
Carrying up to 5 lbs. frequently and up to 25 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Bending, squatting, and reaching above shoulder level occasionally
Keyboarding 6 hours daily
Expose to dust, fumes, and gases while driving school vehicle

Work Environment Typical office environment. Occasional travel for conferences or meetings.

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