

Seward County Community College
Structured Compensation - Job Description
SSS Academic And Career Advisor

Data Year: 2017

Prepared On: 02/16/2018

Department:	Student Support Services	Grade:	10
Reports To:	TRiO/SSS Director	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	SSS Director, VP of Student Services	Effective Date:	03/19/2018
		Revised Date:	02/16/2018

Role:

This position is responsible for academic and career advising for TRiO/SSS Students. This position is also responsible for developing and teaching the TRiO Enrichment Course (First Year Seminar) fall course to TRiO/SSS students. The advisor also collaborates with other TRiO team members to ensure grant requirements are met.

Essential Functions & Responsibilities:

- E 50% Academic and career advising and goal setting for TRiO participants. Monthly contacts with a minimum of two contacts per semester for each advisee is required.
- E 10% Develop student success plans with new participants and monitor and adjust existing success plans at the beginning of each semester for students on assigned advisee list.
- E 10% Work with TRiO students for success in college classes. This will require an understanding of teaching styles and requirements from the different instructors.
- E 10% Instruct fall TRiO First Year Seminar course, which includes development of course instruction and the maintaining of student grades.
- N 10% Prepare and maintain accurate reports on progress of participants and program.
- N 5% Team planning with TRiO Director and TRiO staff to assure coordination of program and work with students.
- N 5% Meet with students regarding graduation and transfer counseling.

Performance Measurements:

1. Advisees on the caseload will be contacted routinely (minimum of 2 times per semester) for goal setting, grade checks, and enrollment for the following semester. Contacting of students is extremely important for their success and program participation requirements.
2. Student success plans will be developed and continual updates for existing advisees will be done at the beginning of each semester.
3. Required student management forms will be kept up-to-date on a weekly basis.
4. Close teamwork with the TRiO Director and staff is vital for success of the SSS program and TRiO students.
5. Successful implementation and instruction of one Fall Semester First Year Seminar TRiO expected.
6. Participation in all TRiO training opportunities, student activities, and student trips is required.

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Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	A Bachelor's degree required, a Master's degree preferred in guidance and counseling, educational leadership, administration, social work, developmental education or related field.
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: Educational principles, methods for academic success, personal advising, and counseling. Clear understanding of principles and processes for providing appropriate interaction with students to provide assistance for their needs. Human behavior and performance, individual differences in academic ability, personality, and interests. Understanding how to effectively work with students for their degree plans and course selection. Possess computer skills for inputting student information, student management programs, and student grade book management. Skills: Active listening-giving full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate and not interrupting at inappropriate times. Possess the skills to talk to others to convey information effectively. Have the skills to identify student strengths and weaknesses to help them be successful. Abilities to: Excellent oral, written, and deductive reasoning abilities. Friendly, caring personality, and ability to tell when something is wrong or likely to go wrong. Work with and be sensitive to different cultures, personalities, and ways of thinking with students and staff with whom you work. Prioritize work load and complete work in a timely manner.
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly. Sitting for a period of 1-2 hours at one time with a total of 6 hours. Standing for a period of .25 hours at one time with a total of 1 hour Walking for a period of .25 hours at one time with a total of 1 hour

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Lifting up to 5 lbs frequently and up to 20lbs occasionally
Carrying up to 5lbs frequently and up to 20lbs occasionally
Repetitive Action: use of right and left hand for simple grasping and fine manipulation
Bending, squatting, climbing and reaching above shoulder level occasionally
Driving automotive equipment may be required when traveling

Work Environment Typical office environment. Travel may occur occasionally some may be overnight.

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