



HLC Accreditation Evidence

- Example: Military Academic Advisor

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Dean of Military Academics, Technical Education, and Outreach Programs
 - Director of Military Student Services/Military Academic Services
 - Advisement Coordinator

Barton County Community College

Job Description

*Position Title: Academic Advisor-A (FR)	Prepared On: 01-15-09
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Department: Military Academic Services	*Grade: 9
Reports to: Advisement Coordinator - B	*Classification: Exempt
Supervises: 0 Direct 0 Indirect	Effective Date: 1-15-09
Approved by: JH	Revised Date: 04-30-19

Role: Responsible for the following student services at the Ft. Riley and Ft. Leavenworth area campuses: academic advising, enrollments, military evaluations (JST), SOCAD evaluations, GoArmyEd Reports (CTAMs) and degree tracking.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
30%	Advises students on degree programs and transferability options post-graduation.	(E) Essential
25%	Assists with student e-mail, voicemail and walk-in inquiries, and updates degree plans utilizing DegreeWorks for students who are currently on a degree track per the courses they are enrolled in.	(E) Essential
15%	Performs military evaluations (JST's) for active duty, veterans and retirees.	(E) Essential
10%	Performs weekly uploads of student agreements (SOCADs) for active duty.	(E) Essential
10%	Completes daily GoArmyEd spreadsheet for CTAMs.	(E) Essential
5%	Assists Customer Service Representatives with LSEC, BOL and College Programs enrollments.	(E) Essential
		(E) Essential
		Select From List
		Select From List
		Select From List
		Select From List
		Select From List
5%	Performs other duties as needed or assigned.	N

100% (Percent of time must total 100 %.)

Expectations:

1.	Advises students to the highest ethical standards of professional practice, as well as personal
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	and professional integrity.
2.	Updates student degree plans in a timely manner to prepare for next set of courses and/or graduation.
3.	Completes CTAMs daily, update SOCADs weekly, complete military evaluations within 5-10 business days.
4.	Assists Customer Service Representatives with walk-in students.
5.	Is dedicated to helping students achieve their higher educational goals; present and future.

Knowledge and Skills:

*Experience:	Two years to five years of similar or related experience.
*Education:	A two-year college degree or completion of a specialized course of study at a business or trade school.
*Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills:	Bachelor's degree preferred. Ability to problem solve and multitask is vital. Exceptional computer skills, interpersonal communication, and attention to detail is essential. Fostering positive communication and positive relationships with Consortium members in order to assist students with future educational endeavors.

Physical Safety/Working Environment:

*Physical Safety:	Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (1 to 10 pounds).
*Working Environment:	<input checked="" type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom. <input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as:

	<ul style="list-style-type: none"><input type="checkbox"/> weather<input type="checkbox"/> body fluids<input type="checkbox"/> toxic laboratory<input type="checkbox"/> industrial chemicals<input type="checkbox"/> confined locations<input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>
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*Information copied from the results of the Compease Salary Administration software.

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