



HLC Accreditation Evidence

- Job Description: Advisement Coordinator

URL:

Office of Origin:

- Vice President of Student Services

Contact(s):

- Director of Testing, Advisement, and Career Services
 - Advisement Coordinator

Barton County Community College

Job Description

*Position Title: Advisement Coordinator-A	Prepared On: 3/31/16
---	----------------------

Department: Testing, Advisement and Career Services	*Grade: 11
Reports to: Director of Testing, Advisement & Career Services	*Classification: Exempt
Supervises: 3 Direct 0 Indirect	Effective Date: 3/31/16
Approved by: Judy Jacobs/ JH	Revised Date: 04/01/16

Role: Responsible for providing the following services: providing advisement assistance for assigned advisees and other departments as needed, supervision of full-time academic advisors, development and organization of advisor training; overseeing administrative advisement duties; referrals to other appropriate program representatives.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
25	Assigning advisees to advisors, preparing and distributing advisor reports and other advisement data, reviewing graduation application audits, processing of "Change of Major" forms, implementation of Student Alert System and follow up documentation	(E) Essential
15	Supervise the full-time Academic Advisors	(E) Essential
30	Provide academic advisement and enrollment assistance to new and current students and provide opportunities for goal setting, career and personal exploration, degree or program and course selection, and transfer information in addition to appropriate referrals to other entities such as SSS, counselor, student health, financial aid, career and placement services.	(E) Essential
10	Develop and maintain advisement information, ie: communications to students and advisors, advisor development course shell, workshop materials, etc. During advisor training monitor, grade and meet with new advisors	(E) Essential
5	Provide assistance for Faculty and Staff Academic Advisors relative to advisement activities and appropriate contact and intervention with advisees	(E) Essential
5	Lead and facilitate Advisement Taskforce in maintaining and updating Advisement information, policies and procedures	(E) Essential
5	Serve on college teams and committees	(E) Essential
		Select From List

		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.	Provide accurate and comprehensive advisement services to both students and advisors in a timely fashion, including advisement, enrollment and referrals to other appropriate departments.
2.	Maintain advisement materials and other administrative reports and tasks necessary for the advisement system.
3.	Participate in college committees to increase collaboration with other departments in improving advisement and college processes.
4.	Demonstrated commitment to the highest ethical standards of professional practice, as well as personal and professional integrity

Knowledge and Skills:

*Experience:	Two years to five years of similar or related experience.
*Education:	A college degree.
*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.
Other Skills:	Bachelor's degree.

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 Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields..

*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.