

**BARTON COUNTY COMMUNITY COLLEGE
POSITION DESCRIPTION**

Position Title: General Advisor		Classification: Faculty	
Organizational Unit: Student Development	Reports to: Advisement Coordinator	Date: 10/04/2000	Rev. Date:

I. Narrative General Description

Under the supervision of the Advisement Coordinator, this position is responsible for providing the following services: academic advisement and student enrollment; referrals to other appropriate program representatives; and other duties as assigned.

II. Functional Responsibilities

- A. Provide academic advisement and enrollment assistance to new and current students who have not identified a major area of study;
- B. Provide opportunities for goal setting, career and personal exploration, major, program and course selection, and transfer;
- C. Provide encouragement and support for major identification;
- D. Continuously monitor advisee academic and personal progress of advisees and provide appropriate intervention;
- E. Recognize the limits of training, expertise, and competence, and refer students in need of further expertise to persons possessing appropriate qualifications, including but not limited to, SSS, counselor, student health, financial aid, career and placement services;
- F. Establish and maintain regular contact with advisees;
- G. Collaborate with other major advisors and faculty to establish support systems and strategies for target advisees;
- H. Participate in pre-service and in-service workshops and other professional activities;
- I. Adhere to the highest principles of ethical behavior;
- J. Refer students to major advisor as appropriate;
- K. Prepare required reports and distribute as required;
- L. Provide follow up documentation to student and other appropriate individuals or offices;
- M. Assist with advisement data input; and
- N. Perform other duties as assigned.

III. Consulting Tasks

- A. Consult with support services providers when appropriate.
- B. Consult with instructors when appropriate.
- C. Consult with major advisors when appropriate.
- D. Consult with Associate Dean and/or Dean of Learning and Instruction when appropriate.

IV. Supervises the Following Staff

This position does not supervise any staff.

V. Required Knowledge, Skills

- A. Possess accurate and current knowledge of major area and related vocational opportunities;
- B. Successful experience and interest in working with/assisting students and willingness to spend time with each advisee;
- C. Excellent organizational, problem-solving, decision-making, communication (oral and written), interpersonal, and human relations skills;
- D. Successful experience and/or understanding of student development/advisement;
- E. Comprehensive knowledge of the College's programs, academic requirements, majors, and support services;
- F. Professional development activities directly related to advising;

- G. Demonstrated commitment to ethical principles and behavior;
- H. Commitment to assessment principles and continuous improvement of advising programs, processes, and services;
- I. Strong commitment to core values of advising including, but not limited to, responsibility to students, appropriate involvement of faculty/staff in advising process, professional responsibility to college and community, as well as individual role as an advisor;
- J. Ability to help student make informed and responsible decisions, set realistic goals, and develop thinking and learning, and life management skills to meet present and future needs;
- K. Strong commitment to mission and purpose of community college, as well as a commitment to improving student responsibility, success, learning, and academic and personal fulfillment;
- L. Demonstrated knowledge of federal, state, and the College's laws, regulations, policies, and procedures that relate to the academic advising program; and
- M. Demonstrated ability and willingness to use technology to enhance the advisement process.

VI. Required Experience

- A. At least two years of academic advisement, counseling, or comparable experience in specific major area.

VII. Required Educational Background

- A. Earned graduate degree or appropriate combination of experience and background.

VIII. Exemption Status

Exempt

Non-exempt