

## Citrus College

## Position Description

Position: Educational Advisor	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 39

### Summary

Provides enrollment, academic, and advising and information to pre-college and college students. Enhances student achievement by coordinating and participating in educational assistance, activities, and events designed to encourage or improve college attendance or experience.

### Distinguishing Career Features

The Educational Advisor is an entry-level professional position. Advancement to this position requires compliance with the education and experience requirements plus a demonstrated knowledge of matriculation processes, course articulation, graduation and transfer requirements. Advancement to this position also requires the ability to identify and enhance education opportunity of students.

### Essential Duties and Responsibilities

- Provides education advising and related services to support matriculation, enhance retention, and otherwise assist students with information and support to select courses and achieve educational goals.
- Determines degree and transfer requirements by listing course sequences and allowing multiple options to fulfill requirements for certificates, AA degrees and admission criteria for transfer to other educational institutions.
- Suggests alternative courses and experiences that may better address students' educational goals and retention. Refers students to a counselor or other College resource for advanced guidance.
- Clarifies academic policies. Learns, interprets, analyzes and applies policies and procedures, state and federal regulations to assist students. Makes appropriate referrals to counselors.
- Reviews student records to determine eligibility for certificates and degrees. Incorporates information from transcripts of other institutions. Facilitates students' completion of applications for certificates and degrees. Explains graduation processes and time lines. Verifies student progress towards completion and compliance with of educational goals and degree requirements.
- Reports placement test scores and refers students who need review of placement to counselors.
- Assists with development, preparation, and presentation of information through workshops, group and individual appointments. Attends and conducts a variety of meetings,

conferences and in-services. Coordinates and promote campus programs and services.

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- Identifies students in crisis who require immediate attention and refers them to counselors. Refers students to appropriate on-and off-campus resources. Initiates and maintains continuous contact with referral sources.
- Reviews student financial and other academic records such as, but not limited to test and assessment results. Explains to students how to comply with federal and State mandates for obtaining financial aid, financial aid extensions, and veteran benefits. Explains assessment and placement tests results to students.
- Updates student records and interview notes and other pertinent information.
- Reviews academic records of probation students. Explains probation policies and procedures and refers students to counselors and other student services.
- Provides appropriate referral and information on available resources to faculty, staff and students as necessary; establish and maintain effective communication with representatives from transfer institutions as appropriate.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires specialized knowledge of advising. Requires a working knowledge of education codes and school policies governing admissions, matriculation, and course articulation. Requires a working knowledge of student population demographics focusing on characteristics, needs, and abilities of a diverse population of students, including those who are first-generation college bound. Requires a working knowledge of student support services such as financial aid and employment. Requires an in-depth knowledge of community college and transfer program requirements. Requires a working knowledge of modern office systems, practices and procedures including skill at using personal computer software such as word processing and academic databases. Requires skill at developing strategies and action plans for improving academic opportunity of target populations. Requires skill in writing professional communications, reports, and materials. Requires well-developed communications skills to advise and persuade students, be sensitive to student needs, make presentations to groups.

### **▪ Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to carry out the essential functions of the position. Requires the ability to learn College policies and procedures as well as those associated with counseling and advising. Requires to relay information related to major sheets and course descriptions, financial aid, assessment, and placement examination results. Requires the ability to use a personal computer and common office productivity software, conduct internet research, enter data onto established data entry screens, and produce reports with

routine queries. Requires the ability to interact productively with a wide range of students of varying abilities and background, including economic, social, and cultural diversity. Requires the ability to exercise a positive attitude, patience, empathy, compassion, and good judgment when dealing with others.

- **Physical Abilities**

Position requires ordinary ambulatory ability to move to different sites on-and-off campus. Requires the ability to sit for extended periods of time. Requires hand-eye-arm to use a personal computer. Requires auditory ability to carry on conversations in person and over the phone and to conduct public speaking to large audiences. Requires visual acuity to read printed materials.

- **Education and Experience**

The position requires a Bachelor's degree.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed in an indoor environment with minimal health/safety considerations.