

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> Academic Advisor	<b>Classification:</b> Exempt	<b>LOCATION:</b> <b>WORK Designation:</b> OS
<b>MANAGER/REPORTS TO:</b> Lead Academic Advisor	<b>OVERTIME ELIGIBLE:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b># OF DIRECT REPORTS:</b> 0

### GENERAL STATEMENT OF RESPONSIBILITIES:

An Academic Advisor is responsible for providing information regarding college programs, degree requirements, testing, transfer, and student activities to prospective and current students that will assist them in meeting the requirements needed to graduate and earn desired degrees. The academic advisor should clearly understand the various available degree programs and the necessary classes for those programs.

In addition, the academic advisor will perform a variety of public services functions to enhance college educational programs; will need to collaborate with and have a positive working relationship with faculty, staff, and students.

### ESSENTIAL FUNCTIONS:

1. Provide access to information and academic advising to students concerning registration, course selection, scholarships, financial aid, graduation requirements, career goals, placement testing, and accommodations referral.
2. Assist students with post-secondary planning and transfer activities
3. Coordinate with the Campus/Center Manager to provide a student-friendly registration process
4. Facilitate training of temporary advisors
5. Perform duties as program specialist, meeting with departments and students in assigned programs as required
6. Coordinate and administer placement testing.
7. Provide coordination and assistance for the graduation ceremony as required
8. Serve on departmental and college committees as assigned
9. Perform related duties and secondary assignments as assigned

***The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.***

### Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), SLACK, the college administrative system, and various other Microsoft 365 programs.	Basic

Communication	Ability to communicate effectively with staff, faculty, students and family members, community representatives, and the general public. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Advising	Ability to navigate a college course catalog to provide accurate advice across a multitude of disciplines. Effective and efficient advising of students in appropriate education and career goals/objectives.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Advanced
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Advanced
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Basic
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions.	Basic

#### **MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree
  2. Two years of related experience.
- \*Notary commission required once in the position.

#### **PREFERRED QUALIFICATIONS:**

1. Master's Degree
2. Knowledge of academic programs, financial assistance/academic eligibility, policies and procedures, and recruiting practices.

#### **BENEFITS:**

##### **Based on College Procedure employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 15-20 Days of Annual Leave (Depending on Service Length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long-Term Disability Insurance