

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Academic Advisor	CLASSIFICATION: Exempt	LOCATION: TBD (with some travel required) Work Designation: OS
MANAGER/REPORTS TO: Lead Academic Advisor	OVERTIME ELIGIBLE: No	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

The Academic Advisor serves as a comprehensive resource for both traditional and early college students. This role provides academic advising, registration support, and post-secondary planning for students across multiple locations, including high schools and NPC locations. The advisor will build strong relationships with students, faculty, staff, and high school personnel to promote college readiness, degree completion, and successful transfer opportunities. Strong attention to detail is required.

This position requires a visible presence at assigned high schools and college campuses, as well as coordination of advising and registration processes. The advisor will also support college outreach events such as FAFSA nights, student workshops, and college fairs.

ESSENTIAL FUNCTIONS:

1. Provide academic advising on course selection, registration, scholarships, financial aid, graduation requirements, career goals, and accommodations.
2. Establish regular presence at assigned high schools to support early college students and build rapport with school staff.
3. Assist homeschooled and other non-traditional early college students.
4. Assist students with applying to NPC, transfer planning, and post-secondary transitions.
5. Coordinate registration processes with Records & Registration and high school partners (e.g., NAVIT, TALON, and Dual Enrollment).
6. Serve as program specialist for assigned academic departments and student groups.
7. Coordinate and administer placement testing.
8. Support graduation ceremonies and certificate completion events.
9. Collaborate with faculty and staff to enhance educational programming.
10. Assist with advising departmental planning, events, and meetings.
11. Serve on NPC departmental and college committees as assigned.
12. Perform other duties as assigned.
13. Attending events on nights and weekends may occasionally be required.

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, Zoom, WebEx, and various other Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with faculty, staff, and the general public. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	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.	Intermediate
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
- 10-20 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