

JOB DESCRIPTION



Position Title: Academic/Career Advisor CTEPS

Department: Counseling and Advising

Employment Category: Administrative Support

Primary Location: District-wide

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS10

Position Summary: The Academic/Career Advisor CTEPS is responsible for coordinating and documenting services for career and technical education (CTE) students including those who fit into special population categories such as limited English ability, academic or economic challenged, single parents, displaced homemakers, dislocated workers, disabled, and non-traditional, or by gender as defined by federal employment data. Promoting Career and Technical Education Program Services (CTEPS) to targeted groups within the college's service area.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides academic advising to CTEPS students; develops an educational and career path through exploration which may include but is not limited to interest inventory tests, a career library and internet resources; guides students to define and develop realistic goals

Assists CTEPS students through the registration process; monitors student progress, documents course work, GPA, financial aid status, scholarships, tutoring and performs graduation checks; informs special population students who encounter obstacles of resources to aid in overcoming them

Performs community outreach to target populations through meetings with community service agencies, Workforce Development, the Department of Economic Security and public schools; provides Campus Navigation for anyone interested in learning about college programs; works to identify prospective and current students who may qualify for the CTEPS program; provides referrals to workforce developer for job placement, skills classes or workshops

Provides crisis intervention support and refers students to community agencies for personal counseling as needed; advises students on academic lack-of-progress probation/suspension

Maintains data that serves the institution and reports under the Carl Perkins IV grant guidelines; reports statistics on a semester basis to the grant manager; manages budget and record keeping for the dispersion of services including fuel assistance and the private grants providing textbook assistance

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Bachelor's degree in counseling, education or a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years higher education experience

Preference may be given to individuals with workforce development or employment services experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Banner and DegreeWorks

Knowledge of and/or sensitivity for students from disadvantaged backgrounds

Knowledge of human behavior, individual differences, motivation and attitudes

Knowledge of academic and/or career advising techniques

Knowledge of effective personal advising techniques

Knowledge of diagnostic tests used to assess preparation for college study

Knowledge of tools used for student interest and personality type and the ability to interpret results of such tools to assist students in making sound decisions

Skill in listening to issues, synthesizing information and reaching sound conclusions

Skill evaluating a student's academic interests and desires and formulating a plan designed to assist the student in achieving their goals

Skill in dealing effectively with upset or anxious students and/or parents

Skill in setting up and maintaining detailed records

Skill in designing and delivering workshops on employment and job search topics

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to read and interpret policies related to academic programs and student requirements for participation in various programs

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel is required. Early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Director of Counseling and Advising

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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