

# JOB DESCRIPTION



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**Position Title:** Academic Advisor Military Programs

**Department:** Outreach

**Employment Category:** Administrative Support

**Primary Location:** Fort Huachuca

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS10

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**Position Summary:** The Academic Advisor Military Programs is responsible for providing sound academic advising support to assist students in planning their educational and learning skills necessary for academic success. Connecting students to campus resources and services in support of goal attainment.

**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 comprehensive academic and career planning services to students using effective communication techniques with various modes of technology; encourages and guides students to define and develop realistic goals

Participates in ongoing departmental training and cross-training activities to ensure an understanding of the colleges programs, curriculum, graduation requirements, policies, procedures, resources and services available to students including ArmyIgnitED and MyCAA; coordinates with staff in the areas of financial aid, registration and admission, and other enrollment management services

Collaborates with college navigators and department staff on new student orientation and first year experience activities and conducts workshops on topics in support of student success for all students, including topics such as stress management, study skills, managing test anxiety, etc.

Assists MOS Credentialing Coordinator with scheduled MOS program briefs and works closely with military training center instructors; collects registration paperwork and fees; provides input or solution to administrative and student issues

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

Supports the college's early alert program and other related retention initiatives and collaborates with college faculty and staff to facilitate student success, retention, and persistence

Performs 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 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, preferably in counseling or a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years higher education system experience preferably to include two years in assessment, academic advising, recruitment and career interest assessment/advising

Ability to pass a comprehensive background screening required to obtain Fort Huachuca access badge

*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, ArmyIgnitED, and DegreeWorks

Knowledge of academic 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

Knowledge of the proper operation of and the ability to use personal computers and standard office equipment

Skill in evaluating a student's academic interests and desires to formulate a plan designed to assist the student in achievement of specified goals

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

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 control. Travel, early morning, evening, and weekend work may be required.

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

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

There is a possibility that due to parking availability at remote locations on Ft. Huachuca, employees may be required to navigate moderate to long distances on uneven, unfinished, and/or rocky terrain.

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

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**Reports to:** Assistant Dean of Military Programs

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.