

JOB DESCRIPTION



Position Title: MOS Programs Advisor

Department: Military Programs

Employment Category: Administrative Support

Primary Location: Fort Huachuca

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS10

Position Summary: The Military Occupational Specialty (MOS) Programs Advisor is responsible for advising students that are part of the MOS Credentialing program, assisting students in establishing educational and career goals, assisting students in obtaining the learning skills necessary for academic success, assisting in program curriculum development, developing and presenting in-depth briefings, and performing quality assurance checks on assigned programs.

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 program students using effective communication techniques with various modes of technology; encourages and guides students to define and develop realistic goals

Assists MOS Credentialing Coordinator with developing, scheduling and performing assigned program briefs and works closely with assigned instructors; recruits, admits, registers, and assesses assigned program students; collects and posts student fees; monitors grade input for assigned program participants; assists in generating monthly, quarterly and annual reports; provides transcripts for graduating students

Assists in the development and recertification of MOS programs, which recognizes and credits military training

Delivers efficient and effective services; assists in assessing program requirements, degree development and educational opportunities; conducts general program advising to individual and large groups of students; corresponds with assigned students regarding the program; assists in the execution of the program with department staff

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

Performs other related duties as assigned

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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.

Education and Experience Requirements:

Bachelor's degree 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 and maintain 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 knowledge of academic and/or career advising techniques

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

Knowledge of Army intelligence occupational specialties

Knowledge of academic and/or career advising techniques

Knowledge of diagnostic tests used to assess preparation for college study

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 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

Ability to speak in public and to develop and deliver presentations

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

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently in meeting various time deadlines with frequent interruptions

Skills in effective interpersonal communication and cooperative problem-solving skills and the ability to exhibit effective telephone etiquette and basic public relations skills

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

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Work Environment: Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. 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. 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 occasionally, walking and standing are required regularly, incumbents may be required to turn/twist, balance, reach, or handle

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

Reports to: MOS Credentialing Coordinator

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.