

CLASS TITLE: EDUCATIONAL ADVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, serve as a paraprofessional counselor advising students in areas related to academic careers including certificate, graduation, transfer and major requirements; advise students on various careers and on the requirements necessary for achieving career goals.

REPRESENTATIVE DUTIES:

Serve as a paraprofessional counselor advising students in areas related to academic careers; assist students with establishing academic goals and selecting courses to meet their goals; utilize test scores to discuss appropriate class levels; communicate with students in person, on the telephone and on-line. *E*

Provide initial assessment of transcripts from other institutions; receive and forward transcripts to admissions and records office. *E*

Provide guidance relating to complaint and discrimination policies. *E*

Refer students in need of special services or outside counseling or testing services. *E*

Assist students with career searches; provide referrals to various print and computerized resources. *E*

Assist students with completion of various forms necessary to meet educational goals. *E*

Make appropriate changes in student database based on counseling appointments and student contact. *E*

Advise students on a variety of student services programs covering the overall matriculation process for students attending classes at a District site; refer students as necessary to specialists; maintain caseload of new and continuing students. *E*

Participate in community outreach programs. *E*

Assist students in achieving transfer goals including completion of university applications and utilizing various resources to acquire information regarding university requirements; maintain current knowledge of university systems as well as independent colleges. *E*

Score various personality and interest inventory tests for campus counselors and instructors; assure current career counseling testing software is installed. *E*

Update various handouts and forms as necessary. *E*

Provide advising support for assigned programs such as health career, EOP&S, financial aid and others as assigned by the position. *E*

Participate in various graduation preparation activities; request formal graduation evaluation and review evaluations with students; assure completion of appropriate graduation forms. *E*

Maintain budgets for assigned activities at a site as assigned.

Make presentation to students, faculty and community; participate in conferences and off-campus meetings related to assigned areas.

Conduct career center, EOP&S or other orientations for new and continuing students as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

College policies, procedures and resources.

Program and degree requirements.

Laws, rules and regulations related to assigned activities.

Student services programs.

Operation of a computer and assigned software.

Distance education modalities.

Career and personality tests available to students as a resource tool.

Interpersonal skills including tact patience and courtesy.

Record-keeping techniques.

Oral and written communication skills.

Counseling/advising techniques.

ABILITY TO:

Serve as a paraprofessional counselor advising students in areas related to academic careers including certificate, graduation, transfer and major requirements.

Advise students on various careers and advise students on the requirements necessary for achieving career goals.

Interpret and explain college policies and procedures to students, faculty and the community.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Operate a computer and other office equipment.

Prepare and maintain records and reports.

Proctor and score a variety of tests.

Communicate effectively both orally and in writing.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree and one year experience in a student services or related function.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | j. | Ability to operate office equipment. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.