

Job Title:	Academic Advisor	Job Number:	STUD-0004
Department:	Student Affairs – Advising	Job Grade:	30
Reports To:	Director of Advising	FLSA Status:	Exempt

Job Purpose and Objectives:

Provides academic advising, career and occupational planning, and retention services to present and potential students for Labette Community College.

Supervisory/Management Responsibilities:

☐ Yes ☒ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments, and work location may be changed at any time, as required by business necessity.

1. Advise and enroll students in majors and special interest groups such as student athletes, international students, etc., as assigned by the Director of Advising
2. Accurately track advisees' progress toward educational goals and communicate that progress clearly to advisees
3. Provide regular communication and follow-up with assigned advisees
4. Assist advisees with goal setting, career and personal exploration, CTE program applications, and transfers
5. Ability to assist all college departments with recruitment and advisement of prospective students
6. Update student records and work alongside admissions and registrar departments to ensure student information is current
7. Ability to follow up with students on the Early Alert list each semester
8. Refer students to various resources for tutoring, counseling, and financial assistance as needed
9. Maintain accurate and detailed data related to assigned advisees
10. Ability to become FERPA trained
11. Additional hours may be required on occasion
12. Enforces and maintains compliance with all federal, state, and local laws and ordinances
13. Performs other duties as assigned or deemed necessary
14. Complies with all organizational and departmental policies and procedures
15. Operates all job-related equipment, machinery, tools, and other aids as required or needed
16. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
17. Travel may be required on occasion

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Bachelor's degree in Education, Student Affairs, or related field
2. Academic advising experience with college students preferred

Certifications / Licenses:

1. none

Skills/Knowledge/Abilities:

1. Familiar with basic computer software
2. Ability to relate to traditional and non-traditional students
3. Ability to provide leadership and maintain strong organizational skills
4. Excellent time management skills and ability to multitask and prioritize work
5. Ability to fulfill all duties with minimal supervision and to work independently
6. Assess situations rapidly and make logical decisions in a timely manner
7. Analyze facts and exercise sound judgment
8. Ability to effectively manage projects and multiple priorities simultaneously
9. Strong written and verbal communication skills

10. Problem-solving and critical thinking skills
11. Strong math, spelling, computer, and calculator abilities
12. Ability to communicate in a professional, calm, and courteous manner with the general public and employees
13. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required; schedules may fluctuate to accommodate needs, deadlines, and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computers, phones, and other position-related technology required per position.
- Office located on __1st__ floor of building. Office with __0__ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|---|
| <input type="checkbox"/> Employee Information | <input type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself.

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Haley Walker	07/08/25	Corrected spelling and grammar
01			
02			