

Job Title:	Student Support Services Academic Advisor	Job Number:	STUD-0030
Department:	Student Affairs – Student Success	Job Grade:	30
Reports To:	Director of Student Success Center	FLSA Status:	Non-exempt

Job Purpose and Objectives:

Responsible for providing appropriate case management, advising, placement and other related tasks for eligible Student Support Services participants at 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. Recruits students from the college through placement assessment, classroom presentations and campus orientations and assists in the process of identification and placement of eligible participants
2. Provides assessment, academic planning and advising, and monitoring for project students
3. Provides Student Support Services orientation services for new and returning project participants
4. Develops academic skills resources for project participants and assists in the intake process
5. Creates individualized learning plans for project participants based on assessment results
6. Ability to provide academic, career, personal, financial and transfer counseling to all students in the project
7. Consults with all faculty and departments on behalf of project students
8. Provides progress and data reports to the Student Support Services Director as needed
9. Ability to become FERPA trained
10. Additional hours may be required on occasion, including evening and weekend hours
11. Enforces and maintains compliance with all federal, state and local laws and ordinances
12. Performs other duties as assigned or deemed necessary
13. Complies with all organizational and departmental policies and procedures
14. Operates all job-related equipment, machinery, tools and other aids as required or needed
15. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
16. 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 relevant field or associate's degree in health science
2. Personal or professional experience overcoming educational and economic barriers such as those faced by eligible Student Support Services project participants
3. Advising or case management experience in a community college setting is preferred

Certifications / Licenses:

1. None

Skills/Knowledge/Abilities:

1. Ability to mentor to diverse populations
2. Provides career development, financial aid and academic advising
3. Effectively counsel and advise students with compassion and understanding
4. Knowledge of the college's graduation requirements, academic programs and advising policies
5. Good organization skills
6. Knowledge of basic computer operations including MS office
7. Excellent time management skills and ability to multi-task and prioritize work

8. Ability to fulfill all duties with minimal supervision and to work independently
9. Assess situations rapidly and make logical decisions in a timely manner
10. Analyze facts and exercise sound judgment
11. Ability to effectively manage projects and multiple priorities simultaneously
12. Strong written and verbal communication skills
13. Problem solving and critical thinking skills
14. Strong math, spelling, computer, and calculator abilities
15. Ability to communicate in a professional, calm and courteous manner with the general public and employees
16. 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 computer, 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	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01			
02			
03			