

ACADEMIC/WORKFORCE ADVISOR and COORDINATOR

GENERAL STATEMENT:

Provide academic and workforce advisement for new and current students. Advise students on career choices and academic pathways. Coordinator of Career Center.

REPORTS TO:

Director of Student Pathways

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree required, Master's preferred in counseling, education or related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years' experience with coordinating and implementing training sessions and workshops for faculty, staff, and students.

OTHER:

Demonstrate knowledge of workforce trends and education requirements of industries. Knowledge of interviewing techniques, resume writing and job search skills. Experience in advising students regarding academic plans, workforce education, or working with students in an educational setting or equivalent preferred. Good public relations, verbal and non-verbal written communication skills, and must have good customer services skills, as well as, Microsoft Office and Imaging computer skills

DUTIES AND RESPONSIBILITIES:

- Assist workforce and academic transfer students in planning educational programs compatible with their needs, interests and ability.
- Assist workforce and academic transfer students with course advisement and registration and approve students' class schedule, course changes and program modifications.
- Advise students on policies relating to class attendance, academic loads, conduct and scholastic standards.
- Create processes that will connect students with prospective employers and/or transfer institutions.
- Administer interest tests and interpret results.
- Responsible for coordinating and planning day to day functions of the career center.
- Design career advisement models that will help students identify their career goals early in their higher education process and promote success and retention.
- Work with all student orientation programs.
- Occasionally assist with recruitment of prospective students specified by the Director of School Relations.
- Serve as Cardinal Academic Coach.
- Implement and maintain career services center for students of TVCC.
- Organize, implement and evaluate programs to improve career exploration for students.
- Train all advisors on the appropriate career advisement methods for ensuring students identify their chosen career early in the process and are placed on the right pathway to success in that career.
- Coordinate career assessment questionnaires for students to determine career path/job interest.
- Prepare students for career search efforts, resume building skills, interview skills, and connect them with related resources.
- Serve as a member of selected committees.

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- Other duties assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment
- May require irregular evening and weekend hours

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 06/06/16 Revised: 9/19/2017

JD634