ACADEMIC /WORKFORCE ADVISOR

GENERAL STATEMENT:

Provides educational, personal and workforce information to students involved in academic and life decision-making area

REPORTS TO:

Director of Student Pathways

OCCUPATIONAL GROUP:

Para-Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree required

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years' experience in advising students regarding Academic plans, workforce education, or working with students in an educational setting or equivalent

OTHER:

Must have good public relations and customer service skills. Good verbal and non-verbal written communication skills, and must have Microsoft Office and Imaging 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
- Administer interest tests and interpret results
- Stays informed of current and future state and federal program requirements for workforce development training.
- Develop knowledge of various characteristics of "non-traditional" and "special population" students and link their needs to the education, training and support services and programs of TVCC.
- Work with all Freshman Orientation programs
- Occasionally assist with recruitment of prospective students specified by the Director of School Relations.
- Attend assigned and/or selected workshops and conventions throughout the year
- Alternate test administrator for TSI
- Maintain confidentiality of student information and records
- Serve as Cardinal Academic Coach
- Serve on College committees as assigned
- Other duties as assigned by appropriate supervisory personnel

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment
- May require evening or weekend hours
- May require minimal travel

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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: 2/17/2015 *Revised: 10/13/15*

JD620