CLASSIFICATION DESCRIPTION TITLE: ACADEMIC ADVISOR

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Provides academic advising, informs students of available College services, and refers students to appropriate campus resources.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Assists assigned advisees with developing educational plans, understanding College policies, procedures, and resources.
2. Assists incoming students with scheduling and registration at Advising/Registration Sessions (ARS).
3. Assists students with academic planning and course selection via Walk-In and Drop/Add registration.
4. Advises students, one-on-one and in small groups, concerning their degree requirements.
5. Advises students on general transfer information and refers students to available resources.
6. Meets with students applying for graduation (utilizing Degree Audit) to assess graduation status.
7. Refers students to support services, including counseling, career, disability, and tutoring services, when appropriate.
8. Uses on-line student system(s) to research student's transcript, availability of classes, and other pertinent student information.
9. Assists with registration planning and problem-solving and New Student Orientation as needed.
10. Participates in various retention efforts.
11. Participates in mandatory training sessions before and during the academic terms.
12. Remains current with course, curriculum and program requirements, and keeps abreast of transfer information, articulation agreements and dual admission procedures.

13. Evening and/or Saturday advising may be required.

14. Performs other duties as assigned.
**Training and Experience** (positions in this class typically require):
Bachelor’s degree and related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
- None Required.

**Knowledge** (position requirements at entry):
Knowledge of:
- Customer service principles;
- English language, grammar, and punctuation;
- Principles and practices in area of advisement;
- Report preparation techniques;
- Personal computers and software applications;
- Community college mission

**Skills** (position requirements at entry):
Skill in:
- Managing and executing multiple tasks;
- Maintaining various confidential records;
- Providing customer service;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Developing and preparing a variety of business correspondence, records, reports, documents and forms;
- Applying and explaining applicable policies, procedures, codes, regulations, and/or laws;
- Exercising judgment and discretion;
- Communication, interpersonal skills as applied to interaction with students, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements**:
Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: ACADEMIC ADVISOR

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Date created: (05/10/2011)

Signature of Employee

Date

Signature of Supervisor

Date