

JOB TITLE: Academic Advisor - Instructional

DEPARTMENT: Instruction

LOCATION: Union Campus

REPORTS TO: Dean of Instruction

FLSA: Non-Exempt

LEVEL: 201

DATE: 2/21/18; 05/12/2017

POSITION SUMMARY: Provide instructional assistance to students in a classroom or laboratory environment and instructional assistance in the use of equipment, computers and software applications. Provide academic advisement, career exploration and related services to assist students in selecting their educational and career goals and enrolling in appropriate classes and programs.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Bachelor's degree; two years related experience

ESSENTIAL TASKS:

- Tutor and assist students individually or in small groups, in achieving, understanding and explaining concepts, principles and terminologies while reinforcing or following up on instructions provided by the instructor.
- Provide academic advisement services to prospective and current students.
- Assist with student registration process as necessary.
- Refer students who may need access services to the proper place, records and reports.
- Coordinate transfer Engineering/Math public events, and assist in preparing for events as requested by division chair.
- Support faculty in the daily operation of the Physics/Transfer Engineering/Math program.
- Demonstrate or describe the proper operation, use and care of equipment, instruments and supplies used in the lab; provide information on resources available to students.
- Assist in the preparation of laboratory materials, including inventory, lab set-up, and purchase of equipment, supplies and instructional materials for the program.
- Maintain and perform minor repairs and adjustments to equipment; maintain equipment and work area in a safe, clean and organized condition; order, stock and organize supplies, instruments and equipment used in the classroom and lab settings.
- Assist with the coordination of the Transfer Engineering program with transfer institutions.
- Assist in the classroom and/or lab in the absence of faculty, with division chair approval.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

ADDITIONAL DUTIES:

- Serve on committees as requested.
- Perform other related job duties as may be assigned by division chair.
- Attend meetings and functions as required by East Central College.
- Teach a minimum of one section of mathematics Summer Bridge as assigned by division chair.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of higher level Math/Physics/Pre-Engineering coursework. Computer hardware and software including applications and programming.
- Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.

- Knowledge of general office/clerical procedures.
- Ability to use math and scientific methods and rules to solve problems and impart the information logically to students.
- Ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations.
- Excellent oral and written communications skills.
- Ability to organize and coordinate functions and tasks, with frequent interruptions.
- Knowledge of principles and methods for teaching and instruction and how to assess the effects.
- Select appropriate instructional methods to assist learning to all types of learners.
- Coordinate time and responsibilities effectively.
- Knowledge of Inductive and deductive reasoning to produce viable answers or conclusions.
- Ability to impart math and science concepts to others.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations; perform administrative or manual duties for the department or division; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to manage multiple projects and work under time pressures to meet established deadlines; ability to handle confidential material judiciously; understanding of education programs and tools related to community colleges; ability to work effectively in a busy environment with frequent interruptions; some knowledge to troubleshoot minimal computer/software issues; excellent customer service skills; detailed-oriented with skills in proofreading materials.

LEADERSHIP and COMMUNICATION SKILLS: Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

DECISION-MAKING and ANALYTICAL SKILLS: Requires frequent decision making affecting co-workers or students; ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards; perform job duties in a safe and efficient manner.

LEADERSHIP and COMMUNICATION SKILLS: Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis; and/or provide extensive customer service to internal or external customers. Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

DECISION-MAKING and ANALYTICAL SKILLS: Requires frequent decision making affecting co-workers or students; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; perform clerical or manual duties involving intensive understanding of a restricted field, unit or division; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE: Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor;

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.*