

**JOB TITLE:** Advisor, Early College & Admissions  
**DEPARTMENT:** Early College & Admissions  
**LOCATION:** Union Campus  
**REPORTS TO:** Director, Early College & Admissions

**FLSA:** Exempt  
**LEVEL:** 201  
**DATE:** 8/9/2022; 10/27/2020

**POSITION SUMMARY:** This position serves to build relationships with prospective and current students, schools, and communities, with the goal to improve the image and visibility of the college by promoting transfer and career/technical programs through recruitment and admission of students.

**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, one-year related experience; must possess a valid driver's license with acceptable driving record. Experience in a secondary or postsecondary educational setting preferred.

**ESSENTIAL FUNCTIONS:**

*(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Build and maintain collaborative relationships with high school and technical school administrators, counselors, teachers, community members and families to facilitate referral and to respond to needs.
- Share responsibility to process student applications, evaluate transcripts to determine placement testing needs and registration status, assist with online tool account activation, generate related correspondence, conduct outreach, and initiate criminal background and tuberculosis procedures by communicating with the Office of Student Development.
- Execute set up and represent the college at recruitment events to encourage students to consider attending ECC, including but not limited to, college fairs, community events, orientations, open registration, mobile enrollment, and other events as requested.
- Develop presentation materials for targeted groups, as requested.
- Facilitate visits and personal contacts between program faculty and prospective students.
- Update and maintain high school and AEL program directories
- Support and participate in college committees and professional organizations.
- Engage in local travel through recruitment periods, which will include some evenings and occasional Saturdays.
- Perform office duties to include filing, data entry, word processing, composing letters, and incoming and outgoing mail with utmost attention to accuracy.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- 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 manner with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA), and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work independently and well under pressure to meet deadlines; excellent organizational and planning skills; ability to participate as a team member, ability to adjust to change; ability to handle confidential material judiciously; ability to work accurately and efficiently in a fast paced environment with frequent interruptions; ability to use independent judgment and discretion; ability to manage multiple tasks and projects; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to prioritize tasks and projects; ability to meet timelines and follow-through; ability to handle interpersonal conflict situations; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to follow policy and established methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively.

**EQUIPMENT AND 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:**

*(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

**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 40-50lbs; operate office equipment that may require repetitive hand movement

**POSITIONS SUPERVISED:** None

**SIGNATURES:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

\_\_\_\_\_  
Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION** – Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that 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. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or [hrnotice@eastcentral.edu](mailto:hrnotice@eastcentral.edu).