

JOB TITLE: Associate Director – Advising and Counseling

DEPARTMENT: Advising and Counseling

LOCATION: Union Campus

REPORTS TO: Director, Advising & Counseling

FLSA: Exempt

LEVEL: 204

DATE: 7/1/22 (new position)

POSITION SUMMARY: Provide academic advisement, career exploration, recruitment and career counseling services for students, alumni and community members. 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 Master degree in Education, Counseling or related core academic; two year's related experience.

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

- Provide career exploration and academic advisement services to prospective and current students.
- Assist with student registration process, orientation and other student and community activities.
- Serve as department head in case of absence of the Director of Advising and Counseling.
- Collaborate with Career Navigator to create and implement a holistic Career Service program offerings.
- Build and maintain relationships with area career centers, chambers of commerce, employers and other agencies to facilitate the referral and employment of career and technical students.
- Serve on the Union Chamber of Commerce Board, to develop and build relationship with prospective employers.
- Coordinate employer visits and on-campus student job/mock interviews.
- Work in cooperation with other departments and the community to enhance employment opportunities for students.
- Responsible for maintaining employment listings for students and graduates
- Responsible for career and technical related surveys, records and reports, including the 180 Day Follow Up Study of career and technical graduates.
- Educate students on job search skills, resume writing and interviewing techniques, etc.
- Attend Career and Technical program advisory committee meetings as appropriate.
- Serves as the Designated School Official (DSO), maintaining the Student and Exchange Visitor Information System (SEVIS) and all related certification requirements. Organizes SEVIS data processing under the guidelines provided by the Department of Homeland Security (DHS) and maintains data and quality control management. Establishes, updates and tracks SEVIS files on a quarterly basis.
- Provides accurate immigration information to international students, monitors and tracks student immigration status, and maintains appropriate files.
- Advises students with immigration petitions and applications to include processing for new F-1 visas.
- Meets (or speaks) with the Student and Exchange Visitor Field Representative twice a year.
- Advises all International Students to keep them in federal compliance.
- Create and Implement an Onboarding and New Student Orientation for all International Students.
- Advise all athletes, and track eligibility of all students each semester.
- 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, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; understanding of education programs and tools related to community colleges.

LEADERSHIP AND COMMUNICATION SKILLS: Ability to exchange ideas, facts, information, and opinions effectively and accurately with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; excellent customer service skills; comply with policies, procedures, and instructions.

DECISION-MAKING AND ANALYTICAL SKILLS: Ability to make procedural decisions; ability to interpret policy and establish methods and procedures; collaborate with others regarding marketing and process improvements. Adhere to department and college policies, procedures, and practices.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, ImageNow, etc.; office machines such as telephones, fax machines, and copiers.

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. The employee may be required to work or meet in the evenings and/or on weekends.

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 lift, carry, push, and/or pull up to 10 lbs; to operate office equipment which may require repetitive hand movement and fine coordination including use of a computer keyboard.

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 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

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. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*