

Position Description

Educational Advisor

Department: Varies

POSITION PURPOSE

The Educational Advisor advises students in the preparation of their academic programs by interpreting policies and procedures to promote students' achievement of their educational and career goals. The position functions as a para-professional to the academic counselor, performing assigned duties which do not require the professional competencies of certificated personnel.

NATURE AND SCOPE

The Educational Advisor is responsible for informing students of available College services and eligibility requirements, and providing counsel as to how to resolve problems with education program and personal issues. Other decisions, such as major problems issues outside the realm of professional expertise, changes in District policies and procedures, or unusual circumstances, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Checks and approves course selections by students which are best suited to their college majors as previously determined by their counselors.
2. Provides guidance information related to College academic requirements, policies, and regulations.
3. Provides information regarding State Colleges, Universities, and private institutions to students to apprise them of further educational opportunities.
4. Assists students seeking or in need of academic and/or career counseling by referring them to the appropriate professional counselor; acts as a liaison between faculty, administration, and students.
5. Assesses, researches, and resolves individual student academic concerns, including review and preliminary evaluation of student transcripts.
6. Assists students with developing a career choice based upon educational background, occupational interest, and personal objectives.
7. Occasional travel to present College information at high school and career "fairs."
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
California Education Code; Title V regulations
Strong general knowledge of local community college and university curriculum and transfer issues, and policies and procedures
Computer literacy; various software applications e.g., Microsoft Word, WordPerfect

Skills and Abilities:

Interviewing techniques; counseling techniques
Strong problem solving skills
Excellent interpersonal skills
Excellent negotiating skills
Excellent written and oral communication
Management and organizational skills

Education and Experience:

A.A. degree in Education or directly related field; coursework in counseling preferred
2-4 years directly related administrative experience

Alternatively, no direct experience is required with possession of a Bachelor's degree.

Working Conditions:

Typical office environment
Ability to lift up to 50 lbs.