



JOB DESCRIPTION

JOB TITLE: Student Advisor/TRIO Student Support Services

REPORTS TO: Director of Student Support Services

CLASSIFICATION: Professional I

STATUS: Full-time, Non-Exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: The Academic Advisor acts as a liaison for the TRIO-Student Support Services department. The advisor supports several critical areas for advancement in higher education. This includes class schedule advisement, degree completion, career and the transfer process to 4-year institutions, and more as required under TRIO guidelines.

DUTIES AND RESPONSIBILITIES:

- Work hours best suited for the success of the program
- Provide academic advisement for **180** student participants
- Recruit program participants from student body
- Maintain monthly contacts with program participants
- Maintain case files on each participant
- Assist in planning and implementing student activities
- Assist in the coordination of academic, career/transfer, and financial workshops for participants
- Provide direct services to students-career/transfer advisement
- Conduct workshops and presentations
- Assist the Director with special projects
- Act as a liaison with other colleges, universities, and postsecondary institutions
- Maintain all necessary files and documentation

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of academic and career assessment instruments

- Ability to relate to multicultural diverse individuals
- Strong interpersonal communications skills
- Knowledge of careers and education/training needed to pursue those careers
- Knowledge of financial aid programs and application procedures
- Knowledge of scholarships/grants available (national, state, local and specialized) and application procedures
- Strong computer/software skills
- Knowledge of career/academic technology/software
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/ EXPERIENCE REQUIRED:

- Bachelor's degree in business administration, counseling, education or related field
- Prior experience in higher education academic advising required

SPECIAL REQUIREMENTS:

- Must be able to bend, stoop, and lift up to 25 pounds
- Must be flexible to work hours best suited for the success of the program
- Must be able to drive a college vehicle for SSS off campus events
- **Location(s): Warner, Muskogee West Campus, Port Campus**

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____