



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Educational Advisor - Palmdale

SALARY: \$4,604.86 Monthly

DEPARTMENT: Counseling & Matriculation

OPENING DATE: 07/15/21

CLOSING DATE: 08/09/21 11:59 PM

19

Hours not to exceed 40 hours per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.

August/September 2021

Cover Letter, Resume, Transcripts for all Degrees

DESCRIPTION:

BASIC FUNCTION:

Under the supervision of an assigned director, perform duties in support of the academic counseling office, with primary assignment in the Disabled Student Services and CalWORKs offices; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES:

- Assists students with the development of individual educational plans including and career goals general education, major, transfer and college requirements. (E)
- Verifies and approves course selections by students which are best suited to their college majors or transfer requirements in correlation with assessment scores or by prescription of the counselor. (E)
- Provides guidance information related to college rules and regulations, policies and procedures; assists students in the enrollment application process; provides preliminary transcript assessment. (E)
- Provides articulation information to students; provide information regarding state college and universities, university system campuses and private institutions. (E)
- Participates with initial intake of students; reviews verification; and discusses services available based upon particular disabilities.
- Conducts telephone follow-up calls for "at-risk" students. (E)
- Reviews and prepares files, transcripts, correspondence and reports.
- Sets up and maintains electronic database, files, and documentation. (E)
- Plans and implements a variety of workshops on topics associated with student success and career planning. (E)

- Collaborates with college support services including Counseling, Admission & Records, Financial Aid, Disabled Student Services, STAR, and EOP&S to maximize resources and services to students. (E)
- Conducts a variety of outreach activities including college tours; presents presentations regarding programs and services; develops community relationships; develops flyers, newsletters and brochures; and develops email messages. (E)
- Coordinates program efforts and educational options with appropriate organizations, including ACS State and Local Solutions, the Department of Social Services, and Career Options. (E)
- Provides work direction to student workers.
- Provides test proctoring.
- Attends committee, staff, and counseling meetings and workshops.
- Performs a variety of general clerical duties and responsibilities.
- Performs other related duties as may be assigned.

(E = indicates essential duties of the position)

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree in counseling, psychology, business or a related field and two years of experience working with students in an academic environment.

KNOWLEDGE OF:

- Principles and practices of academic advising
- Principles and techniques of student interviewing
- Modern office procedures, methods and computer equipment
- College and community resources to assist students
- Articulation information regarding state colleges, universities and private institutions

ABILITY TO:

- Interpret and apply articulation requirements of state colleges and universities, the California university system and private institutions
- Learn and interpret community college curriculum, placement procedures, course prerequisites and general education requirements.
- Assess student needs and make appropriate referrals.
- Perform a variety of responsible work involving independent decision-making.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student workers.

CONTACTS: Co-workers, counselors, interpreters, other departmental staff, student workers, students, parents, the general public, and external agencies.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting Dexterity in the use of fingers, limbs and body in the operation of office equipment. Travel between campuses.

WORKING CONDITIONS: Office environment.

OTHER INFORMATION:

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

SUPPLEMENTAL INFORMATION

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - **This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.**
 - All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
 - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.avc.edu>

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Position #RN20-65
EDUCATIONAL ADVISOR - PALMDALE
AP

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