

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

EDUCATION ADVISOR

Salary Range 19

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: *E = indicates essential duties of the position*

- 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 documentations. (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.

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.