

Date of Board Meeting: July 20, 2021 Date of This Proposal: June 24, 2021

SUBJECT: Full-Time Academic Advisor Position

RECOMMENDATION: Approve the Full-Time Academic Advisor Position, effective immediately

BACKGROUND/RATIONALE: The request is to approve the merger of two part-time academic advisor positions to create one full-time academic advisor position on the Richmond campus. The advantage of a full-time position over part-time positions is improved employee retention, extension of work hours beyond the typical 8-5 hours, and provision of a complete student support team on the Richmond Campus.

The two part-time academic advisor positions have recently been vacated, which gives the College the opportunity to merge the positions to create a full-time position. This full-time Academic Advisor would assist students with advising and career and transfer needs, as well as serve as an assigned advisor, per the SACSCOC QEP. As a full-time administrative position, the advisor would be able to work extended hours, including evening hours, especially during peak registration times. This advisor can help to bolster student engagement on the Richmond Campus and work directly with key student support personnel on the Richmond Campus, such as the counselor, recruiter, financial aid counselor, and OAR staff, to complete the student services team.

The position will be funded in the FY21 budget by combining the salaries of the two part-time positions plus unused salary from personnel replacements (new hires with lower salaries than budgeted). The position is paid on Salary Schedule-A with a salary range of \$37,192-\$43,858 (Grade 05, Steps 0-10).

Estimated Cost and Budgetary Support: \$47,606 - \$56,139 (includes estimated benefits)

RESOURCE PERSON(S) [name(s) and title(s)]: Lindsey McPherson, Dean of Student Success

SIGNATURES:

Lindsey McPherson

Digitally signed by Lindsey McPherson
DN: cn=Lindsey McPherson, o=WJC, ou,
email=mcpherson@wcjc.edu, c=US
Date: 2021.06.24 17:34:12 -0500'

Originator



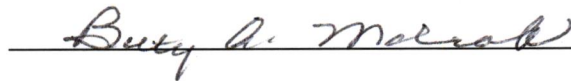
Cabinet-Level Supervisor

Date

6-25-21

Date

PRESIDENT'S APPROVAL:



7-8-21

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Academic Advisor	FLSA: Exempt GRADE: A-05
LOCATION:	NBAPOSN: AVR006, AVR007
	EFFECTIVE DATE: March 22, 2012
	REVISION DATE: May 25, 2021
REPORTS TO: Director of Academic and Career Advising	

PURPOSE AND SCOPE:

The Academic Advisor is responsible for recommending appropriate course selections based on student educational goals, identifying programs at the College that meet students goals, building short and long term academic plans for students, and developing, assisting and facilitating student success programs at the College.

ESSENTIAL JOB FUNCTIONS:

1. This position provides academic advisement to new, transfer, continuing, or potential students. Advising of students will include but not be limited to one-on-one, phone, online advising, and group advising. This position is expected to have current knowledge regarding all college programs, transfer information to other colleges, all Wharton County Junior College (WCJC) scholarship programs, and a basic understanding of financial aid.
2. This position advises and assists student in mapping out their educational career and meeting their short-term and long-term educational goals. This position will actively engage in the development, publicity, coordination, delivery, and assessment of the new student orientation program. This position will assist with the training of individuals participating in new orientations and advising.
3. This position guides students through the process of understanding placement test results and any resulting course placements or restrictions. This position must maintain accurate and current knowledge of college programs and be able to convey that information to students in light of their placement test scores.
4. This position aids students in the academic recovery process. This position will be charged with the development and delivery of some of the interventions for students referred through the academic recovery system. The position will be responsible for maintaining current information on available resources to aid students in the academic recovery process.

5. This position assists students with basic career development activities including selection of a major, resume review, job search strategies, and mock interviews.
6. The position develops and conducts workshops to aid students in the registration process, major selection, and overall student success.
7. This position conducts planned programs for outreach to students, faculty, and employers to advertise and promote the Academic Advising, Career and Transfer Center.
8. This position maintains on campus an updated collection of advisement and articulation information and materials and provides students with a variety of information resources including college catalogs, course/programs selection guides, financial aid information, etc.
9. This position serves on various committees to give input in the development, refinement, and updating of college academic procedures. This position is involved in the development and delivery of student academic success workshops.
10. This position contributes to the overall success of the College and students by performing all other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a minimum of bachelor's degree from an accredited institution and two (2) years of full time professional work experience in academic advisement, college based counseling, student recruitment, or student life programming in higher education. This position requires skills in interviewing and advising students. This position requires superior organizational, oral, and written communication skills. This position requires computer skills with a proficiency in Microsoft Office and experience working with database information. This position requires the ability to work independently and as a part of a team. This position requires the ability to create and conduct presentations to large and small groups, both in person and virtually. This position requires the ability to deal extensively and effectively with a wide variety of individuals requiring excellent interpersonal skills, listening skills, and communication skills in order to assist students in achieving their academic goals. The person in this position must be able to provide continuous courteous customer service to students, parents, the community, staff, and administration. Occasional evening and weekend work hours will be included in the position. A criminal background check is also required.

SUPERVISION OF OTHERS:

The Academic Advisor has no supervisory responsibilities.

SUPERVISION AND DIRECTION RECEIVED:

The Academic Advisor is responsible and accountable to the Director of Academic and Career Advising. Guidance for the performance of duties outlined in this job description comes from the

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policies and regulations of the College and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

Internal contacts of this position are with student, faculty, staff, and administration.
External contacts of this position are with the general public.

COMPLEXITY/EFFORT:

Good conflict management skills are an asset to the position. The person in this position must meet mutually agreed-upon objectives within a specified period and must be able to work independently. This position requires attention to detail, a working knowledge of general office procedures and practices and the ability to accurately interpret established guidelines for students and other personnel, and the ability to utilize computer technology to access data, maintains records, generate reports, and communicate with others. Problems of this position are routine in nature, resolutions are found in knowledge gained from practical experience. Effective, cooperative relationships exist with Campus Directors, Vice President of Instruction, Dean of Student Success, other administrative and professional staff, faculty, support staff, and the community. This position requires knowledge of Texas educational system, especially community college systems; knowledge of college admission system, and fee collection process. Confidential aspects of the position must be strictly maintained. Functioning in the role of this position is related to College goals and mission statement.

WORKING CONDITIONS:

Work of this position is performed in an office environment readily accessible to the general public. This position involves heavy interaction with student. This position works with light, easy to handle materials requiring little physical effort. This position has exposure to natural atmospheric conditions such as dirt, and dust, and minimal exposure to hazardous situations. This position requires work characteristics supportive of collaborative work efforts in a collegial atmosphere. Occasional travel with use of personal vehicle and after-hours work may be required.

LAST MODIFIED: May 25, 2021

Employee's Signature Date

Supervisor's Signature Date

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