

## College of the Redwoods

## Position Description

Position: Academic Advisor, Special Programs	Position Number:
Department: Special Programs: Adult Ed/Student Equity	FLSA: Non-exempt
Reports to:	Salary Grade: 116

### **Summary**

Provides a variety of outreach and retention services to target populations with the goal of increasing high school graduation and college enrollment rates. Enhances college readiness by providing college preparation information, academic and career advising activities to 8th - 12th grade students.

### **Essential Duties and Responsibilities**

- Provides academic, career and related advising activities during the academic year and/or the summer programs. This includes the components where parents are involved such as general college preparation, financial aid, and school selection.
- May require travel to the Eureka area approximately once per month during the academic year, and travel outside the district approximately twice per year at the program's expense. Also requires overnight stay and participation in a summer program located in Eureka for up to four nights a week for 6 weeks at the program's expense. Some evening and weekends required for special events year-round.
- Serves as a liaison among the college, target schools and programs to assure that participants are provided quality academic assistance. Promotes awareness of programs.
- Participates in identification and recruitment of eligible 8th - 12th grade students for special programs.
- May administer diagnostic tests to assess potential academic performance and ability of each program participant. Assists in interpreting test results and in planning and implementing a prescriptive academic program that meets each participant's needs.
- Meets regularly with 8th - 12th grade students, teachers, counselors, and tutors during the academic year to provide academic advising. Monitors student progress during the school year and follows up on academic advancement.
- Updates student information on a database or equivalent resource. Ensures accurate information.
- Provides or schedules tutoring for target populations, college placement examinations, or other activities/events contributing to academic success.
- Serves as liaison with agencies that provide funding and support to student progress. This implies involvement with career centers, internship programs, and employment programs.
- Maintains student records for each project student; assists in planning and implementation of educational, career, recreational, guidance and cultural programs for the programs.
- Assists in development and presentation of training for college student residential

advisors, mentors and/or tutors.

- Oversees college students who are pre-college advisors, tutors or residential advisors for 8th - 12th grade students. Monitors delivery of services by working with school administrators, counselors, teachers and parents.
- Assists college student pre-college advisors / tutors with student caseload management.
- Obtains reports on students' post-secondary determinations in order to assess the success of programs.
- Participates with others, including other programs in activities such as career fairs and college visitations.
- Maintains up-to-date records of service delivery activity in database.
- Performs other related duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires specialized knowledge of population demographics focusing on characteristics, needs, and abilities of 8th - 12th grade students in limited-income and first-generation college bound families. Requires skill at developing age-appropriate strategies and action plans for improving academic opportunity of target populations. Requires skill in writing professional communications, reports, and materials. Requires well-developed communications skills to make presentations to groups and parents, and to persuade students toward a course of action. Requires knowledge of tutoring techniques.

### **▪ Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to learn College policies and procedures as well as program specific. Requires the ability to deal productively with a wide range of students of varying ability and background, including economic, social, and cultural disadvantage. Requires the ability to exercise a positive attitude, patience, empathy, compassion, and good judgment when dealing with others.

### **▪ Physical Abilities**

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

### **▪ Education and Experience**

The position requires an Associates Degree and one year of related experience.

### **▪ Licenses and Certificates**

Requires a valid drivers license.