



Job Classification Description

**ACADEMIC & CAREER ADVISOR/JSC
VSC UP PAT Bargaining Unit**

**GRADE 10
EXEMPT**

BASIC FUNCTION

Provide academic and career advising. Assist in the development of advising and career resources to promote student success.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Serve as Academic Advisor to first and second year students.
- Assist with the establishment of programming/expectations for advising undecided students.
- Coordinate a Peer Advising Program.
- Assist in the delivery of career development services; refer students to resources; assist students with job search and resume/professional writing.
- Coordinate on-campus recruiting events and assist with the coordination of annual events hosted by the Career Center.
- Develop and update office materials such as four-year plans and resume and cover letter guides.

SUPERVISION RECEIVED

General supervision is received from Co-Director, Career Center.

QUALIFICATIONS

Bachelors degree in appropriate discipline with work towards a Masters Degree desirable, plus two to four years of relevant counseling, teaching, and/or administrative experience; or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong counseling/advising skills.
- Good administrative, communication and organizational skills.
- Good writing skills.
- Good understanding of the educational mission and the organizational and governance structures of a small four-year college.
- Ability to work effectively with a wide range of college students, faculty, staff, and administrators in carrying out the various functions of the job.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

June 26, 2007