



Job Classification Description

STUDENT RESOURCE ADVISOR NON-BARGAINING UNIT

**Grade 11
EXEMPT**

BASIC FUNCTION

Coordinate and facilitate prospective and new student advising; advise and/or direct students to appropriate support services; participate in orientation and outreach activities; collaborate with academic and administrative staff to deliver high quality services to students; participate in a variety of academic and administrative activities, including registration.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Schedule and deliver Admissions Appointments, a one hour presentation for prospective students.
- Provide on-call advising services for (approximately 15 hours per week).
- Serve as Academic Advisor for half of the undeclared students.
- Lead the New Student Orientation (NSO) planning team in planning and implementing fall and spring NSOs.
- Represent CCV at local college fairs.
- Oversee advisee/advisor assignment and notification process for the site.
- Provide course registration services to students.
- Recruit, support, and advise community of CCV's Student Advisory Board.
- Develop/improve services to support new students at including, but not limited to, helping with the implementation of the Learning Center.
- Serve on site and college-wide Student Services committees
- Assist students in the process of declaring/changing degree programs, particularly during registration periods.
- Oversee the continual updating of relevant documents for new students including the site portion of the public website.
- Develop advising services/materials/tools/etc. to help promote student success.
- Develop in depth knowledge of all facets of the college that are particularly important to new students including, but not limited to, admissions, assessments, registration, financial aid and other payment options, basic skills courses, degree program requirements, transfer, F-1 International Student Visa process, add/drop/withdrawal, etc.
- Other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Regional Director.

MINIMUM QUALIFICATIONS

- Bachelor's degree required
- Excellent verbal and written skills.
- Successful experience with postsecondary education and student advising highly desirable.
- Must be willing to work collaboratively in a self-managing team environment.
- Must be willing to work flexible hours.
- Some travel may be required.

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.