



Job Description

Job Title: Senior Academic Advisor

JTC: CAM

Salary Range: N04

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

A senior (lead) level position responsible for providing professional level work requiring the use of a considerable amount of independent judgment associated with academic advising, articulation, career planning and other related services. Responsible for a specific caseload of students requiring more extensive interaction, record-keeping, and tracking campus High School students.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledgeable of academic advisement and career planning. Knowledge of college's policies and procedures. Able to advise students regarding college requirements and individual program requirements, including applicability of transfer credits in a timely and professional manner.

Able to integrate and analyze information and develop reports. Advanced knowledge of computer technology and software applications in order to process registrations and to utilize specific software related to student advisement.

Ability to deal extensively and effectively with a wide variety of individuals requiring excellent interpersonal skills, listening skills, and communication skills in order to convince, influence, and direct students as it relates to their academic goals. Ability to develop and maintain effective working relationships.

Able to act as team lead over other Academic Advisors; responsible for training curriculum and coordination of day-to-day operations and scheduling. Able to maintain detailed records and documentation of advising interactions.

Ability to provide excellent oral and written communications skills required. The ability to provide quality customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree plus four (4) years of experience in secondary or higher education related to student development, advisement and/or counseling including supervision. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides academic advisement to students and/or potential students using a variety of resources by DCCCD and other colleges, universities and related organizations. Advising of students may be inclusive of one-on-one interaction, phone, and/or online advising. Provides advanced advisement to a specific student caseload of campus high school students. Maintains constant interaction and follow-up with these students and maintains all relevant record-keeping and tracking.

Assists students in assessing academic skills, interpreting assessment results, and in course selection based on those results. Responsible for referring students for actual testing to be administered. Responsible for the actual registration, drop/add and withdrawal functions, including the actual data entry into the registration system for each student advised. Coordinates, analyzes and prepares reports related to the assigned specific caseload, recruitment and retention, and/or high-risk students.

Adheres to strict student confidentiality guidelines established by both the DCCCD and the corresponding Independent School District (ISD). Coordinates the collection and updating of advisement and articulation information and materials. Provides students with a variety of information resources including, but not limited to, college catalogs, course/program selection guides, financial aid information, and/or career and life planning. Participates in the development and implementation of a variety of student development programs and college recruiting activities, classroom visits for the purpose of attracting and maintaining students and/or potential students including special populations or to provide information related to the department's function and services.

Coordinates a variety of departmental activities, requisition relevant resources, plan and implement special projects, and/or organize and maintain department records and resources. Trains faculty, staff and students on specific rules and regulations and institutional policies related to the campus high school. Coordinates the activities connected with orientation and advisement. Selects, trains, supervises and evaluates assigned staff. May provide guidance and direction to clerical staff and part-time advisors as required and/or in the absence of Principal. May monitor and control budget expenditures.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other duties as assigned.



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.