



Job Description

Job Title: Senior Academic Advisor

JTC: CL2

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

Responsible for providing educational guidance and assistance for students or potential students by planning schedules, recommending courses and determining appropriate education solutions. Design and administer appropriate programs, services and activities to assist students with academic advising, career planning, articulation and other related services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and understanding of college organizations, organizational goals, policies, and procedures. Ability to represent the District with regards to undergraduate programs, degree requirements, and general student advisement. Expertise in advising students.

Knowledge of various departmental and course requirements, academic student support services, extracurricular resources and activities, personnel policy and procedures and FERPA. Ability to analyze course prerequisites, certification, curriculum and graduation requirements. Knowledge of academic standards governing student probation, suspension, and/or expulsion.

Ability to establish and maintain effective working relationships supporting a diverse environment and working with academic departments, faculty, staff, students, and the local community. Ability to work well and provide high-quality support and customer service in a multi-cultural environment with students, faculty, and staff.

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 abide by the ethical standards and guidelines for academic advising. Possess strong organizational skills to prioritize workload and provide advisement to assigned students in a timely manner. Ability to effectively present information one-on-one and in small groups. Ability to work a flexible schedule including days, evenings, and some weekend assignments. Must have strong written



and oral communication skills, along with effective listening and interpretative skills, in order to clearly communicate information and ideas.

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.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree in related field plus four (4) years of related work experience. Official transcripts will be required. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. work day during heavy registration peak times. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides academic advisement and planning 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. Coordinates a variety of departmental activities, requisition relevant resources, plans and implements special projects, and/or organize and maintain department records and resources following DCCCD policies and procedures.

Provides advanced advisement to a specific student caseload such as campus high school students, TSI failed students, probation (Level 3) and suspension students, etc. Maintains constant interaction and follow-up with students. Adheres to strict student confidentiality guidelines.

Establish and maintain professional working relationships to assist students in assessing academic skills, interpreting assessment results, and course selection based on those results. Responsible for referring students for actual testing to be administered by the campus testing center. Coordinates, analyzes and prepares reports related to the assigned specific caseload, recruitment and retention, and/or high-risk students.

Coordinates the collection and updating of advisement and articulation information and materials. Analyzes and prepares reports related to the assigned specific caseload, recruitment, and retention. Provides guidance and direction to clerical staff and part-time advisors as required and/or in the absence of Director.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Performs other duties as assigned.



Dallas County Community College District

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.