



Job Description

Job Title: Senior Academic Advisor - Pathways

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

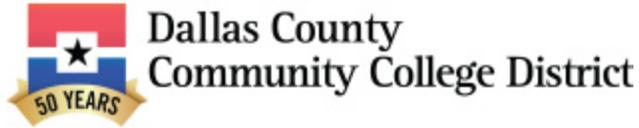
Responsible for providing professional guidance, consultation, and expertise related to the DCCCD Career Pathways program. Assist students with the exploration of career pathways by assessing their academic needs and career goals; intervenes, if necessary, as students navigate their academic curriculum at DCCCD. Advises students on academic core, certificates and transfer programs by providing transfer information and/or making campus and community referrals. Engage in career planning that supports the student's career interests leading to completion/graduation.

Acts as case manager to students, from enrollment to completion/graduation, utilizing and interpreting available data, reports, tracking assessment, and communication technologies to develop and implement proactive advising strategies to promote student retention. Collect, organize, compile and study occupational, educational, and economic information to assist students in determining and carrying out vocational and educational objectives to better prepare them for success in a rapidly changing global environment. Maintains constant interaction and follow-up with students adhering to strict student confidentiality guidelines. May provide services to special populations.

Engage in basic career planning conversations with students by providing structured onboarding with clear and actionable information needed to jump start academic success including matching student career interests to courses/degree pathway. Work collaboratively, as part of a cross-functional team of faculty, staff and administrators, within the students chosen career pathway, to monitor student's progress and early alert programs.

Evaluate and interpret high school/college transcripts and test scores by performing records management review to include degree/certificate audits, transfer equivalencies and course substitutions as approved by the academic department. Provides recruitment and community outreach, as well as

information/referrals to available social services. Collaborate in onboarding and training of advising programs. Adhere and keep up-to-date on DCCCD policies and procedures for admissions, enrollment, and completion of a degree pathway. Ability to work under conditions of high stress and high volume



during peak periods.

Strong interpersonal and problem-solving skills. Utilizes effective listening and interpretative skills to identify needs and requirements and develop successful solutions. Must be able to provide a high level of customer service. Maintains constant interaction and follow-up with students via face-to-face, phone, email, etc.

No budget or supervisory responsibilities, however position may provide guidance and direction to clerical staff and/or part-time advisors in the absence of Director.

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.