



Dallas County Community College District

Job Title: Academic Advisor

JTC: TK8

Salary Range: N03

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 to a specific assigned student case load associated with academic advising/planning, articulation, career planning and other related services.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Experience in student development and/or academic advising. Knowledge of District policies and procedures, academic requirements, campus resources, student life and support services. Ability to analyze course prerequisites, certification, curriculum, graduation requirements and evaluate student transcripts or records.

The ability to identify student needs for support services to determine and make appropriate referrals, and maintain strict student confidentiality. Knowledge of academic standards governing student probation, suspension. and/or expulsion.

Ability to initiate, establish, and foster a diverse environment by maintaining a positive, cooperative, productive workforce atmosphere with the ability to maintain effective working relationships with individuals from various cultural backgrounds.

Ability to act as an advocate for the student and the District. Analyze complex situations accurately and adopt an effective course of action. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Strong written and verbal communication skills with the ability to communicate effectively and diplomatically with students, faculty, and staff from diverse backgrounds.

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

Associate's degree in related field plus two (2) years of related work experience. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. work day during heavy registration peak times. Official transcripts will be required. *** 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 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 with students as well as online advising.

Provide advisement to a specific student caseload such as TSI failed students, probation (Level 1 & 2) students and to student athletes, etc. Maintains constant interaction and follow-up with students and maintains all relevant record keeping and tracking. Adheres to strict student confidentiality guidelines.

Maintains effective working relationships within the assigned area including faculty, department chairs, deans, staff, and students. Trains faculty, staff, and students on specific rules and regulations and institutional policies related to the area assigned (TSI, probation/suspension, retention, transfer, athletes, etc.).

Coordinates a variety of departmental activities, requisition relevant resources, plan and implement special projects. Capable of assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the student and organization. Responsible for the actual registration, drop/add, and withdrawal functions, including the actual data entry into the registration system for each student advised.

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 by the campus testing center. Excellent oral and written communications skills required as well as interpersonal skills to support interaction with staff and/or students from diverse backgrounds.

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.