



Job Description

Job Title: Senior Academic Advisor-Pathways

JTC: CL2

Salary Range: N05

FLSA: 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

Performs moderate to complex work providing advising to students from entry to completion as it pertains to DCCCD Guided and Career Pathway 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.

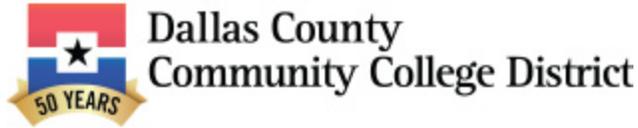
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of current academic advising practices and effective student retention programs in highly diverse higher education settings. Knowledge of academic standards governing student probation, suspension, and/or expulsion. Experience building and presenting academic program information and transfer/career pathways. Knowledge and understanding of educational policies, and procedures. Must have an understanding of college financial processes. Must be able to keep up to date on current/changes in course curriculum/requirements and internal/external educational services in order to respond to student needs.

Ability to assist and advise students towards the persistence and completion of their academic and career goals. Able to abide by the ethical standards and guidelines for academic advising. Ability to effectively present information one-on-one and in small groups. Ability to analyze course prerequisites, certification, curriculum, and graduation requirements. Ability to work under conditions of high stress and high volume during peak periods.

Ability to establish and maintain effective working relationships with internal/external stakeholders and constituents in a fast-paced environment with constantly changing deadlines. Must be self-directed, well organized, task-oriented, and flexible with the ability to work independently and in a group environment; ability to provide advising to both traditional-aged students and adults in a higher education setting.

Must possess strong organizational skills to prioritize workload and provide advisement to assigned student caseload in a timely manner. Ability to work with students to determine appropriate placement based on assessment requirements, discuss academic planning based on academic/career goals, provide direction related to registration, and direct students to internal/external resources to assist with barriers to their educational goals.



Must have strong interpersonal, presentation, written and oral communication skills, along with effective listening and interpretative skills, in order to clearly communicate information and ideas. Ability to provide high-quality support and customer service in a multi-cultural environment.

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 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. workday especially during heavy registration peak times, including nights and weekends. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.

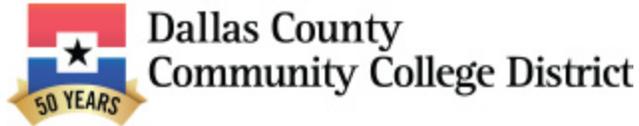
ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing professional academic and career guidance, consultation, and expertise to students related to the DCCCD Guided and Career Pathways program. Assists students with the exploration of career pathways and/or transfer information by assessing their academic needs and career goals as students navigate their academic curriculum at DCCCD. Adheres to DCCCD's policies and procedures for admissions, enrollment, and completion of a degree pathway. Participates in professional activities, including DCCCD guided pathways trainings and other professional organizations, which encourages continuous professional growth and development as an advisor.

Acts as case manager to students, from enrollment to completion/graduation, to discuss academic planning utilizing and interpreting available data to provide direction related to registration and/or internal/external resources to assist with barriers to their educational/career goals and to promote student retention. Evaluates and interprets high school/college transcripts and test scores, for the purpose of course placement, by performing records management review to include degree/certificate audits, transfer equivalencies and course substitutions as approved by the academic department.

Works 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. Discusses career assessment inventories, occupational data, and course requirements with students to assist in determining vocational and educational objectives to better prepare them for success in a rapidly changing global environment. Follows up with each student in assigned caseload to identify and resolve any barriers to success.

Maintains constant interaction with students via face-to-face, phone, email, etc., adhering to strict student confidentiality guidelines. Provides recruitment and community outreach, as well as information/referrals to available social services. Collaborates in onboarding and training of advising programs; may assist in the training of new employees.



Utilizes effective verbal, listening and interpretative communication skills to identify student's needs/requirements and develop successful solutions. Position may provide guidance and direction to clerical staff and/or part-time advisors. Provides excellent customer service.

Completes required DCCCD Professional Development training hours per academic year. 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.