

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: 19 hours per week for 6 weeks in fall and 6 weeks in spring during enrollment cycle –not to exceed 228 hours in an academic year	Title SEASONAL ADVISOR
Revised: 9/19/2016	Department WEBB CITY CENTER-STUDENT SERVICES
Level: Professional	IPEDS OTHER PROFESSIONAL
FLSA: Exempt – As currently defined by DOL	Reports to DIRECTOR OF WEBB CITY CENTER

POSITION SUMMARY

The Seasonal Advisor serves as a contact for student services and provides general advisement including admissions counseling, assessment, enrollment, and advisement; receives financial aid applications and forwards to appropriate department for processing; and assists in coordinating other Student Services activities and services as needed, during peak times of enrollment. The Seasonal Advisor assists with the evaluation and coordination of the processes of registration and advising at the off-campus site location in accordance with established institutional policies and procedures. The Seasonal Advisor provides information and responds to inquiries from prospective and current students, their families, faculty, and staff about a wide variety of issues.

MAJOR FUNCTIONS

1. Ensure prompt and accurate processing of applications for admissions by merging application data to the Jenzabar computer data system, matching applications with transcripts received, and informing applicants of credentials required to complete application processing.
2. Coordinate with SSC to determine academic placement of applicants by interpreting test scores and grade point average information and comparing that information with established College admission policies.
3. Coordinate with Records to determine transfer credit equivalencies by comparing title and descriptions of courses completed by students at other colleges and universities with courses offered at the College, maintaining compliance with federal regulations on student privacy, and assisting in and coordinating the processing of transcripts and other student records.
4. Coordinate with Admissions to ensure accurate communication with program applicants by serving as a primary academic advisor by telephone or in person to all program applicants, assisting with recruitment, service, enrollment, and enrollment/orientation clinics. Assist in the planning process of enrollment clinics.
5. Coordinate with Cashier's Office by providing payment plan application materials, check student balances and financial holds, check accuracy of majors to ensure students schedules are properly coded for billing specifically related to Dual Credit majors, make appropriate changes to student schedules, and advise Cashiers' Office of special enrollment such as Lifetime Learners and students receiving external funding.
6. Ensure quality service to applied and prospective students by responding to inquiries regarding policies, procedures, and programs of the College.
7. Advise supervisory personnel and program directors of the progress of ongoing responsibilities by maintaining accurate records of student and high school/community college contacts and preparing reports concerning recruitment and admission activities.
8. Assist with meeting retention and student orientation objectives of the Retention Program by assuring proper placement of students in College Connections and College Orientation as appropriate and consistent with established college policies and procedures.

9. Assist the Program Directors and Division Chairs to evaluate practices, trends, and regulations guiding daily activities and long-term planning by continuous tracking of student complaints, concerns, requests, and needs on campus.
10. Provide support for Financial Aid by collaborating with the Program Director on the collection of paperwork and financial records, receiving financial aid applications, guiding students through the process, collecting the information and documentation necessary for the applications, and providing accurate information to students on procedures and documentation needed.
11. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training, courses, and meetings required by the program directors and perform other duties as assigned by the Center Director.
12. Perform other related duties as assigned by the Center Director.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree required in education, guidance and counseling or related field; master's preferred.
2. Experience working with college students preferred.
3. Effective interpersonal and oral and written communication skills.
4. Ability to plan, organize, and implement responsibilities effectively.
5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
6. Must be knowledgeable in the use of computerized management information systems (databases).
7. Ability to work with a minimum of supervision
8. Ability to learn and follow complex procedures and detailed policies
9. Effective decision-making skills
10. Keyboarding and data entry skills
11. Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment.
 - Ability to understand operating a personal computer within the Crowder College Network environment.
 - Ability to use E-mail.
 - Ability to perform basic Jenzabar functions.
 - Ability to perform basic word processing using MS Word.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.
2. See above Information Technology abilities.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate business apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. Considerable data entry work is required. The position requires extended periods of time at a computer station and extensive utilization of information displayed on a computer monitor.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.