CROWDER COLLEGE
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Status: FT 11 mo, EOC grant-funded</th>
<th>Title</th>
<th>EDUCATIONAL OPPORTUNITY CENTER EDUCATIONAL ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised: 7/27/2016</td>
<td>Department</td>
<td>TRIO/Webb City Campus</td>
</tr>
<tr>
<td>Level: Professional</td>
<td>IPEDS</td>
<td>OTHER PROFESSIONAL</td>
</tr>
<tr>
<td>FLSA: Exempt</td>
<td>Reports to</td>
<td>EOC ASSISTANT DIRECTOR</td>
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</tbody>
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POSITION SUMMARY

The EA will work through county-wide satellite offices to ensure that each participant is prepared academically for postsecondary education. The EA will provide assistance with postsecondary admissions applications, financial aid forms, and general academic advisement. The EA will be an advocate for participants and will communicate with community agency, high school, social services, business, and college personnel on behalf of the participant.

MAJOR FUNCTIONS

1. Disseminate information to residents, agencies, schools, and businesses;
2. Assist with identification, recruitment, and selection of eligible participants;
3. Determine, administer, and interpret appropriate diagnostic assessment measures;
4. Coordinate activities with college and community agencies;
5. Establish and maintain close working relationships with community agency staff, high school staff and administration, social service agencies, businesses, and postsecondary education personnel;
6. Obtain EOC referrals and make referrals via community agency staff, high school staff and administration, social service agencies, businesses, and college personnel;
7. Maintain complete and accurate confidential participant files (including the EOC application, income documents, completed assessments, high school and/or college records, and all key services rendered);
8. Facilitate workshops on academic issues, financial aid options, and college selection;
9. Advise participants in a group or one-to-one concerning academic and/or financial aid issues;
10. Provide information and workshops on college majors and career guidance;
11. Encourage participation in academic and career development activities;
12. Assist participants in searching to meet their full financial needs, including aid in filing the FAFSA, scholarship searches, and location of community resources;
13. Encourage participation in cultural enrichment activities and workshops;
14. Work with Assistant Director to document participant progress and maintain consistent contact between participants and EOC staff; and
15. Fulfill any other duties requested by the Director and Assistant Director which job-related circumstances may demand.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor’s degree required in higher education, education, guidance and counseling or other closely related field.
2. Two years of experience in academic advising and/or student academic services.
3. Experience working with students, adults, and/or disadvantaged populations.
4. Excellent communication and interpersonal skills.
5. Ability to work independently with no direct on-site supervision.
6. Ability to plan, organize, and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
8. Ability to drive an automobile and a clean driving record required.

**EQUIPMENT/SOFTWARE**

1. Operate standard office computers and software.

**POSITIONS SUPERVISED**

None

**WORKING CONDITIONS**

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals. Travel between sites will be necessary.
2. Normal college working hours, with some evening and/or weekend work required from time to time. Must be able to travel several days a week as well as an occasional overnight trip.
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 businesslike 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. Input, access and distribute information using computers.
2. 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**

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Ability to read, write, speak and understand English.