



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

All Campuses

Created on: 12/19/2024
Revised on: 3/21/2025

Job Title	Salary Schedule	Grade	Job No.
Academic Advisor	C3		AD9854+
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Advising	Exempt	No	Yes

JOB SUMMARY: The person in this position will provide academic advisement, monitoring, mentoring, and support for First Time Freshmen and continuing students in General Studies transfer areas and Pre-Health Science programs. Academic support will include academic plans, assistance with transfer (as applicable), and assistance with clarifying career goals.

QUALIFICATIONS:

- ◆ Bachelor's degree in education, marketing, communication or related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Master's Degree *preferred*
- ◆ Experience working in student services *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Demonstrated ability to work with software used in higher education, such as customer relationship management (CRM) systems, learning management systems, student information systems, and productivity software
- ◆ Demonstrated ability with programs that facilitate student success, retention, program completion, and transfer to 4-year colleges/universities
- ◆ Demonstrated commitment to diversity and to supporting the academic success of all students.
- ◆ Effective oral and written communication skills
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process
- ◆ Ability to travel between campus locations

DUTIES:

- ◆ Provide academic advising to include the advisement, monitoring, and mentoring of students
- ◆ Connect students with appropriate services; collaborate with other support services such as the Cardinal Tutoring Center, Student Support Services, and the Teaching and Learning Center to provide academic support
- ◆ Guide students in developing the knowledge and skills to navigate academic and student services processes
- ◆ Advise and assist students with processes associated with university transfer including course advisement, admission, and scholarship information and completion
- ◆ Provide assistance to develop, implement, conduct, and assess student engagement activities,

- ◆ presentations, and workshops related to retention, persistence, and degree or credential completion
- ◆ Assist with the collection and analysis of data relevant to enrollment and retention outcomes and evaluate overall program effectiveness
- ◆ Prepare reports, create and update advisement resources, develop and deliver formal presentations, and meet all goals, objectives, and timelines
- ◆ Establish and maintain effective communication with faculty and program advisors, coordinate student transition to and communication with Faculty Advisors
- ◆ Implement College retention and advisement plans
- ◆ Assist new and continuing students in clarifying personal and academic career goals
- ◆ Assist with pre-enrollment orientation for new students and Orientation 101 as needed
- ◆ Ability and willingness to work flexible hours
- ◆ Ability to work well with others and collaborate effectively in a team environment
- ◆ Provide excellent customer service and support
- ◆ Comply with all policies of the Alabama Community College System and the College
- ◆ Perform other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Primarily sedentary work with occasional standing, walking, bending, and reaching. Regular travel between campus locations is required
- ◆ Manual Dexterity: Regular use of computers, telephones, and standard office equipment
- ◆ Lifting: Ability to lift and carry materials weighing up to 15 pounds
- ◆ Communication: Strong verbal and written communication skills required for advising, presentations, and collaborative meetings

Work Environment:

- ◆ Setting: Office environment within an educational institution, with frequent student interactions and occasional presentations in classroom or group settings
- ◆ Travel: Regular travel between campus locations may be required
- ◆ Schedule: Standard work hours with flexibility for evening or weekend events as needed
- ◆ Interaction: Regular collaboration with students, faculty, staff, and external partners to provide comprehensive academic and support services

Reviewed by: Director of Human Resources

Employee Printed Name:

Employee Signature

Date