



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Ayers Campus

Created on: 5/19/2025
Revised on: 2/12/2025

Job Title	Salary Schedule	Grade	Job No.
Academic Advisor – Student Support Services	C3	8	AD9947
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Student Support Services	Exempt	Yes	No

JOB SUMMARY: The Student Support Services Academic Advisor provides academic planning, transfer advisement, and additional individualized support services to participants in the federally funded TRIO Student Support Services program.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Bachelor’s degree from an approved U.S. Department of Education accredited institution **required**
- ◆ Experience working with disadvantaged students *preferred*
- ◆ Experience working with four-year institutions’ admission applications and forms *preferred*
- ◆ Master’s degree *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent oral communication, written, and interpersonal skills necessary
- ◆ Knowledge of ADA requirements in accommodating students with disabilities
- ◆ Familiarity with federal programs
- ◆ Sensitivity to the needs of youth, minorities, the disabled, and other persons the project may serve
- ◆ Digitally fluent, with proficient experience working in electronic file systems and cloud-based platforms such as Microsoft Office 365.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ◆ Provides academic counseling and transfer advisement to program participants.
- ◆ Maintains collaborative relationships with four-year institutions to support program participants throughout the transfer process.
- ◆ Facilitates communication and coordinates meetings among four-year institution representatives, disability coordinators, and program participants.
- ◆ Provides articulation service to participants, including college selections, scholarship opportunities, and application preparation.
- ◆ Maintains verbal, written, and in-person contact with all program participants.
- ◆ Coordinates campus tours, academic experience field trips, a variety of workshops, and career and financial aid seminars.
- ◆ Conducts recruitment under the project director’s guidance and supervision
- ◆ Develops and conducts workshops, seminars, and programs to assist project participants in areas

such as transfer college admission and enrollment, financial literacy, and related subjects

- ◆ Assists participants with financial aid applications, scholarship applications and college admissions to transfer colleges
- ◆ Compiles reports and provides information as requested by the project director
- ◆ Assists Director with identifying and creating curriculum needs for participants
- ◆ Identifies students in the Student Support Services program who are considering transferring to a four-year institution
- ◆ Assists participants with their Academic and Career Plan and begins transfer advisement
- ◆ Reviews the academic progress of participants to increase retention
- ◆ Ensures that all participant contact and personal data is secure and up to date for reporting purposes
- ◆ Maintains the security and accuracy of project data
- ◆ Develops good rapport with students, college employees and the public
- ◆ Serve on college committees as assigned
- ◆ Complies with all policies of the Alabama Community College System, and the College
- ◆ 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:** Occasional physical work with the ability to navigate campus environments and perform job-related activities such as conducting presentations, attending meetings, assisting students during campus tours, and accessing offices and event spaces.
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, scanners, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 25 pounds, including presentation materials and student files
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for advising students, conducting workshops, and collaborating with faculty and staff

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with regular events in classroom or auditorium settings
- ◆ **Travel:** Occasional travel may be required for college campus visits, cultural field trips, and professional development conferences, and occasional offsite engagements
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate student needs, events, and scheduled programs outside of regular hours
- ◆ **Interaction:** Regular collaboration with students, faculty, staff, external college representatives, and community partners

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Reviewed by: Director of Human Resources, Director of Student Support Services

Employee Name:

Employee Signature

Date