



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base  
Valley Street Campus

Created on: 10/02/2023  
Revised on: 2/24/2026

Job Title	Salary Schedule	Grade	Job No.
<b>Title III Program Advisor</b>	<b>C3</b>		<b>AD9875</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Title III Grant Director</b>	Exempt	Yes	No

**JOB SUMMARY:** The Title III Program Advisor facilitates Valley Street Campus' retention efforts, plans workshops, and coordinates tutoring and other support to students, faculty and staff. The Title III Program Advisor reports directly to the Title III Director to ensure project efforts are well integrated into grant goals/objectives and works collaboratively with college faculty and administrators. The Title III Program Advisor will serve as Part B, Activity I Director.

Direct Supervisory Responsibility:     YES     NO

**QUALIFICATIONS:**

- ◆ Bachelor's degree in counseling, psychology, education or related field **from an approved U.S. Department of Education accredited institution** required.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Experience working with student support services preferred.
- ◆ Two years of middle, secondary, or college advisement experience preferred.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- ◆ Collaborates with the Title III Director to develop workshops/educational programming related to students' needs and interest
- ◆ Conducts outreach under the program director's guidance and supervision
- ◆ Conducts orientation, workshops, and programs to assist Valley Street students
- ◆ Coordinates Activity I student services and outreach activities
- ◆ Tracks and monitors students to determine enrollment, retention, and graduation per grant objectives
- ◆ Develops an informational sheet for each student of every major program on the Valley Street Campus
- ◆ Administers and evaluates surveys to assess individual student needs
- ◆ Compiles information on all services provided in Activity I for program reporting
- ◆ Refers students to needed services at the college or community agencies
- ◆ Maintains accurate documentation as required by the Title III Grant and the U.S. Department of Education
- ◆ Maintains the security and accuracy of program data
- ◆ Develops an effective rapport with students, other employees and the public
- ◆ Performs other duties as assigned

- ◆ Complies with all policies of the Alabama Community College System, and the College

*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 performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

**Work Environment:**

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

**Reviewed by: HR Manager**

**Employee Name:**

---

**Employee Signature**

---

**Date**