

Specialist, Assessment/Advising

FLSA Status: Exempt

Pay Grade: 13

Job Title ID: 12155

Job Series/Job Family: Student Support & Success Series / Campus Deans of Student Services Family

Reports To

Campus Dean

Job Purpose

To provide academic advising and assessment for students and prospective students.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Advises students and potential students of the availability of education and training at the college. Provides educational planning, course selection, degree plans, admission, registration, and financial aid application procedures.
2. Assists with recruiting prospective students by participating in College Connection programs, including kick-off, admissions, advising, tours, and follow-up.
3. Reviews transcripts, authorizes and interprets test scores and other information for the Texas Success Initiative (TSI), and completes student TSI plans.
4. Provides information regarding career planning and employment.
5. Receives records, uploads, and verifies data on student records.
6. Advises students regarding personal, financial, academic, and career issues; makes appropriate College and community referrals.
7. Serves as a liaison between the WorkSource Centers and the College; provides up to date information about programs and services.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- College admissions requirements, programs, and courses.
- Standardized testing procedures and assessment techniques.
- Current theories and research in college student services.
- Current trends in labor market and the relationship of skills to different occupations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail.
- Effectively working with a diverse student population.
- Assessing student needs and providing appropriate resources and/or referrals.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years work experience as an academic advisor or in another service related field.

Education

Required

- Bachelor's degree in education, sociology, psychology or social work.

Other

Preferred

- Knowledge of ACC programs and services. Bilingual Spanish & English.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.