

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Academic Advisor *BOT Date:* 10/1/96

Level: I *FLSA Status:* Exempt *Class Code:* E0901 *Adm. Rev:* 8/18/09

GENERAL DESCRIPTION

Assists and advises students regarding applications, registration, course selections, career development, graduation requirements, and transfer process and evaluations. Evaluates transcripts and performs degree and graduation audits. Advises current and prospective students on degrees offered by the College and provides general information regarding College policies and procedures.

KEY RESPONSIBILITIES

% OF TIME

1.*	Assists new students with admission procedures, test requirements and degree options.	20%
2.*	Assists current students with graduation requirements and transfer information.	20%
3.*	Evaluates transcripts and performs degree and graduation audits; refers students for tutorial assistance as appropriate.	15%
4.*	Assists students in all stages of career exploration.	15%
5.*	Maintains up to date understanding of articulation policies, procedures and state mandates.	10%
6.	Maintains current and organized student records.	5%
7.	Attends seminars and workshops.	5%
8.	Provides orientation services for new students.	10%
9.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Academic Advisor	Class Code: E0901	Position Level: I
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the entire department.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Entry Professional Skills: Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	