



# Trinity Valley Community College

## Job Description

### Academic/Workforce Advisor

#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Provides educational, personal and workforce information to students involved in academic and life decision-making area.

#### **REPORTS TO:**

Director of Student Pathways/Provost

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Bachelor's degree

##### **PREFERRED:**

Master's degree

##### **EXPERIENCE REQUIRED:**

Two (2) years' experience in advising students regarding Academic plans, workforce education, or working with students in an educational setting or equivalent

##### **OTHER LICENSES OR CERTIFICATIONS:**

None

##### **KNOWLEDGE AND SKILLS REQUIRED:**

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Compliance Law
- Leadership/Management
- Administrative practices

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

##### **RESPONSIBILITIES:**

- Assist workforce and academic transfer students in planning educational programs compatible with their needs, interests and ability, including interpreting TSI scores.
- Maintain WaitWhile appointment schedule via email, zoom, phone and face to face meetings with students and maintain records of interaction with students in My Cardinal Connect
- Assist workforce and academic transfer students with course advisement and registration and approve students' class schedule, course changes and program modifications

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- Advise students on policies relating to class attendance, academic loads, conduct and scholastic standards
- Stays informed of current and future state and federal program requirements for workforce development training.
- Develop knowledge of various characteristics of “non-traditional” and “special population” students and link their needs to the education, training and support services and programs of TVCC.
- Work with student athletes in regards to NJCAA eligibility, and to insure they are on track for NCAA and NAIA transfer guidelines, and graduation.
- Work with other performance or non-performance students in regards to eligibility, and to insure they are track to meet their scholarship and graduation guidelines.
- Assist and work with all Freshman Orientation programs on any campus, as needed.
- Assist with recruitment of prospective students specified by the Director of Recruiting and High School Outreach, as requested
- Attend assigned and/or selected workshops, conventions, and other professional development throughout the year
- Maintain confidentiality of student information and records as required by FERPA.
- Serve on College committees as assigned
- Refer students to Career Coach
- Work with admissions office in regards to TSI scores and data entry
- Complete degree audits for students that have reached 30 hours
- Drop/register students for current/future semesters
- Attend and help coordinate all graduation ceremonies, and serve as check-in and sign-in for graduation ceremonies, as needed.
- Process student and faculty generated drop forms to withdraw students from class
- Complete 30 hour degree audits for all student populations, review student files and inform student of any holds that may be blocking registration.
- Advise students on Scholastic Probation and other sanctions, and remove holds as needed.
- Refer students to the appropriate campus personnel for tutoring programs or for disability assistance.
- Stay informed of current transfer guidelines of local universities to assist transfer students.
- Assist transfers students with finding program information, required courses for specific programs, application deadlines, university contacts and other assistance to successfully transferring.
- Submit Time and Effort documentation to AVP of Workforce Education each month, if required.
- Other duties as assigned by appropriate supervisory personnel
- Maintain confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

#### WORKING CONDITIONS:

#### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Multi-line phone system
- Copier
- Office Phone
- Fax machine

#### PHYSICAL DEMANDS:

- Requires: Climbing, Stooping, Crouching, Reaching, Fingering, Grasping, Feeling , talking, Hearing, Seeing, Repetitive Motions, Sedentary to light work,, Computer Work
- Subject to: Kneeling, and Medium Work
- May need: Standing, Walking, Pushing, Lifting
- Occasionally need to: Heavy Work

#### MENTAL DEMANDS:

- Atmospheric Conditions: Less than 25% of the time

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- Extreme Temperatures: Less than 25% of the time
- Inadequate Lighting: Less than 25% of the time
- Intense Noise: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: More than 50% of the time

**OTHER DEMANDS:**

None

*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 7/18/01*

*Revised: 10/12/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1620
<b>DBM:</b>	B	<b>Travel Required:</b>	Less than 25% of the time
<b>IPEDS/SOC CODE:</b>	21-1012	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	185	<b>Length:</b>	12 Months
<b>Fund:</b>	001	<b>TRS Pos. Code:</b>	TRS 01

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