



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

Position Description

POSITION: Academic Advisor

LOCATION: Student Affairs, All Campus sites

REPORTS TO: Director of Advising & Counseling

GRADE: CCRIPSA 8

WORK SCHEDULE: Non-standard, 35 hours per week.
Day, evening and weekend coverage required

BASIC FUNCTION:

To provide developmental and educational assistance to students attending day, evening and weekend programs at all campus sites. This assistance will be provided in the form of individual and group advising, testing and assessment, career information, structured workshops for promoting personal growth, career development, and academic success. To develop, monitor and provide in-service training in advising support programs; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To provide developmental and educational assistance to students in the form of direct advising that includes conducting intake interviews, and advising in areas aimed at improving educational skills, as well as assisting students with academic major and career choice, and to provide group advising services for a variety of academic issues.

General understanding of the Satisfactory Academic Progress (SAP) policies and procedures in order to effectively assist students who are in violation of federal SAP guidelines.

- Maintain a general understanding of the Satisfactory Academic Progress (SAP) policies and procedures in order to effectively assist students who are in violation of federal SAP guidelines.
- Assist students in identifying semesters that triggered ineligibility and provide information to students about the Financial Aid Appeals processes and procedures; collect and forward the financial aid appeal package from student and forward to a Student Development Counselor for review, counseling, and recommendation.

Knight Campus

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- Provide post-appeal services to students including additional academic advising and/or schedule adjustment based on denial or credit limitations imposed by conditional approval.
- Participate in initial and ongoing financial aid training to stay abreast of federal financial aid regulations; participate in initial and ongoing training to interpret the Enrollment Services portal page.
- Effectively utilize de-escalation techniques as required.

To design and implement workshops in the areas of; student success strategies, time management, and college transfer opportunities.

Thorough knowledge of the procedures required to provide comprehensive testing to all individuals pursuing various assessment options through CCRI testing centers and at off-site locations.

Ability to assist students in the interpretation of testing/assessment results,

Advise students in regards to ACCUPLACER test results, prerequisites, developmental education, degree and transfer requirements, and career development issues.

Assist students in the following areas: controlling test anxiety, improving effective communication, study skills and strategies and coping with academic demands.

To be responsible for the development of advising/educational support programs such as the maintenance of test files and the development and maintenance of career resource materials.

To do related work as required.

LICENSES, TOOLS, AND EQUIPMENT:

Various office equipment which includes computer and various software, typewriter, telephone, calculator, copy and fax machines, etc. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Associates Degree with a concentration in Psychology or related field required; or five years of relevant work experience. Bachelors Degree in Psychology or related field preferred. Bilingual

preferred. A thorough knowledge of Satisfactory Academic Progress (SAP) federal financial aid requirements. Thorough knowledge/experience of testing procedures and interpretation of assessment results. Applicant must have a working knowledge of the principles, practices and techniques of academic advising as applied to student educational and developmental needs. Applicants must also possess a knowledge of individual learning styles as well as the social and economic factors that contribute to student success.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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