



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Academic Advisor – Joint Admissions Agreement (JAA)
LOCATION:	Advising and Counseling Initially located at the Warwick Campus
REPORTS TO:	Director of Advising and Counseling, Warwick Campus
GRADE:	PSA 8
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Student Help

JOB SUMMARY: To assist with the daily operation of and to provide complex clerical and advising support for the offices of JAA, Advising and Counseling, and Testing. Provide advising services to students in an effort to assist them with their educational planning to meet graduation and/or transfer goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review JAA application for complete and accurate information in order to determine if student is eligible for the program.
- Appropriately code status of JAA students in Banner (i.e. accepted, pending, incomplete, etc.).
- Collaborate with the Office of Enrollment Services to image JAA documents in Banner as well as request official transcripts are sent to URI/RIC for graduating students.
- Collaborate with URI and RIC JAA Advisors.
- Determine student's JAA eligibility based on number of credits earned.
- Send a variety of communications to students through email blasts, mail merges, and telephone calls.
- Collect data through surveys and evaluate through SPSS.
- Prepare reports to evaluate effectiveness and success of program.
- Participate in CCRI transfer events.
- Assist with the planning of JAA Days and participate in all JAA Days on each campus.
- Answer telephone and email inquiries regarding JAA.
- Copying/filing/scanning documents.
- Assist the Testing Center with proctoring Accuplacer, Hesi, PSB, CLEP, and other high stakes tests.

Knight Campus

- Assist Advising and Counseling front desk clerical support—answering telephones, scheduling appointments, screening students, copying, filing, student ID's, assembling freshmen registration packets and other related duties.
- Assist with check-in process for Freshman Registration, JAA Days, Late Registration, and Testing.
- Assist students in the registration lab as directed.
- Advise students on course selection, the transfer process and other related advising functions.
- Assist students with registration process.
- Other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Knowledge and proficiency using mainframe and personal computer software systems, copying equipment, and telephone equipment.

Must have valid driver's license and transportation to travel to various campuses for events.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's Degree required.
- Advising experience in a higher education environment required.
- Knowledge and experience working with the JAA program preferred.
- Excellent oral and written communication skills together with a strong teamwork commitment are required.
- Must be able to pay conscientious attention to detail and handle multiple priorities.
- Experience administering and proctoring exams in a high stakes testing environment required.
- Knowledge of SPSS and Microsoft Office required; Banner knowledge preferred.
- Office experience required.
- Must be able to maintain the strictest confidentiality of information.

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.