



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Academic Advisor*
LOCATION:	Division for Center for Workforce and Community Education Lincoln/Providence Campuses
REPORTS TO:	Director, Adult Education/Literacy Services
GRADE:	CCRIPSA 8
WORK SCHEDULE:	Non-Standard, 35 hours per week Day and evening hours required

BASIC FUNCTION:

To provide educational assistance to students attending day and evening GED classes on the Lincoln and Providence Campuses, and to assist with all functions related to the GED testing program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To provide developmental and educational assistance to students in the form of direct advising that includes recruiting or orienting new students, 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.
- Responsible for processing Driver Education registrations, answering telephone inquiries, troubleshooting driver education issues such as tracking down paperwork and finding alternate class placements for driver education students.
- Thorough knowledge of enrollment procedures, financial aid, and support services available at the college.
- Ability to assist students in the interpretation of testing/assessment results.
- Maintain test files according to RIDE and federal GED regulations including security.
- Experience with Comprehensive Adult Literacy Information System (CALIS) for the State of RI.
- Recruit new candidates for GED classes.
- Serve as an examiner for GED test sessions.
- Advise students on pre-GED test scores and refer to appropriate programs.
- Data Entry of any student and testing information into the CALIS system required by RIDE. Reports will be monitored on a regular basis.
- Customer Service including registration, making testing appointments, counseling of students and answering student questions.
- To do related work as required.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

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 in related field required.
- Thorough knowledge/experience of GED testing procedures and interpretation of results.
- Excellent oral communication skills essential.

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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