

POSITION DESCRIPTION

TITLE: Academic Advisor for Equity Programs – (Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The Academic Advisor for Equity Programs is a 12-month, full-time staff member within the Office of Equity Programming. This position reports directly to the Director of Equity Programming and is primarily responsible for assisting students enrolled in the De-Sousa-Brent Scholars Program (DBSP), Landers Scholars Scholarship, and Sum Primus Scholars graduate in four years by providing advising and coaching services and support. The Academic Advisor will assist with yearly programs such as DBSP's Summer LIGHT Experience, Sum Primus' Summer First, Student Orientation Advising and Registration (SOAR), and commencement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Supports the development of College advising and retention programs, including but not limited to the DeSousa Brent Scholars Program, Lander's Scholars Scholarship, and Sum Primus Scholars.
- Provides support to students through frequent one-on-one and group academic advising and academic coaching meetings.
- In conjunction with the Director of Equity Programming, provides advising and coaching for DeSousa-Brent Scholars Program, Landers Scholars Scholarship, and Sum Primus Scholars.
- Coordinates the selection, training and supervision of study session leaders.
- Responsible for connecting student to available academic support resources, such as the Office of Student Success Services and Office of Accessibility Services.
- Works cooperatively with OEP staff on the selection of incoming DeSousa-Brent Scholars.
- Assists students in understanding academic policies and navigating registration, financial aid, and student account processes.
- Responds to Beacon Alerts and provides appropriate interventions.
- Prepares degree audits for upper classmen, four-year graduation plans for first-year students, and monitors midterm deficiency grades.
- Corresponds and communicates with faculty, College staff, and family members on behalf of students when needed.

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MINIMUM QUALIFICATIONS:

- Education: Master's degree preferred.
- Experience: At least three to five years of experience in an academic support position. Relevant graduate assistantship and/or peer undergraduate experience may substitute..
- A demonstrated commitment to diversity, equity and inclusion.
- Experience working with students from diverse backgrounds, more specifically, student populations that have been historically excluded from higher education.
- Excellent written and oral communication skills.
- Familiarity with student development theories and counseling theories.
- Excellent interpersonal skills.
- Ability to work nights and weekends.
- Strong technology skills, including use of social media.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.