

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months, grant-funded	Title	CAMP ACADEMIC ADVISOR
Revised: 06/09/08	Department	COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP)
Level: Professional	IPEDS	OTHER PROFESSIONAL
FLSA: Exempt	Reports to	CAMP PROGRAM DIRECTOR

POSITION SUMMARY

Provide academic support and student services to the College Assistance Migrant Program, including; scheduling, coordinating and monitoring tutoring sessions, advising of participants, recruitment of participants, and maintaining participant records. Position will also develop and implement student workshops, track participant performance, prepare participants for graduation or assist participants with transfer plans, and provide career advisement and job shadowing opportunities in coordination with Career Services personnel.

MAJOR FUNCTIONS

1. Provide intensive academic and career advisement for CAMP participants which includes assisting them with the development and enrollment of their class schedules.
2. Oversees tutoring services for CAMP students and coordinates tutoring services with other programs on campus.
3. Plan and implement CAMP Career Directions course or workshop(s) which includes:
 - a. Evaluating student's abilities, interests, and career inventories to assist the students in developing academic and career goals
 - b. Enhancing interviewing skills, cover letter development, and resume building
4. Assist participants as needed to achieve their educational goals.
5. Implement and organize the peer mentoring component.
6. Design, organize, and implement a job shadowing component in conjunction with Career Services personnel.
7. Evaluate student's abilities, interests, and career inventories to develop academic and career goals.
8. Hire, train, schedule, supervise, and evaluate CAMP tutors.
9. Maintain regular communication and positive relationships with participants.
10. Coordinate CAMP services and strategies with other Crowder College student services.
11. Travel with participants on college visits/cultural events.

12. Maintain files on program participants.
13. Assist when necessary at recruitment events on or off campus.
14. Perform other related duties as assigned by the Director.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree required; Master's preferred in education, guidance and counseling or other relevant field.
2. Two years of experience in academic advising and/or student academic services.
3. Bilingual in English and Spanish preferred, but not required.
4. Excellent communication and interpersonal skills, with sensitivity to migrant and Hispanic cultures and/or diverse populations.
5. Ability to plan, organize and implement responsibilities effectively.
6. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.

POSITIONS SUPERVISED

Tutors, Work-study Students

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.

2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, or crouch; and talk and hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Ability to read, write, speak and understand English.
3. Fluency in Spanish preferred, but not required.