



Date:	April 29, 2015
To:	Academic Advisor
From:	Courtney Judah, Human Resource Administrative Assistant
Subject:	Application Materials

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Thank you for your interest in the Academic Advisor position at Columbia Gorge Community College.

Enclosed you will find copies of the Position Announcement, Job Description, and an Application Form. The following materials must be received in the Human Resources Office by **5 p.m. on May 20, 2015**.

- _____ Cover letter
- _____ Current resume
- _____ Signed and dated CGCC Application for Employment

All of the above items must be received. Incomplete application packets will not be considered for screening.

If you have any questions, please contact me at 541-506-6151.

Thank you.

POSITION ANNOUNCEMENT

Academic Advisor

<i>Requirements, Preferred Qualifications:</i>	<ul style="list-style-type: none"> • Two years of community college experience and/or experience working with adults or high school students in an educational setting preferred. • Bachelor's degree required. • May require a criminal background check in order to work in area high schools.
<i>Responsibilities and Duties:</i>	The Academic Advisor is responsible to the Director of Advising and Career Services for providing academic advising, recruitment activities, and retention activities for new and continuing students. Serves as a member of the Columbia Gorge Community College Student Services/Advising team. This position will work at both The Dalles campus and Hood River Indian Creek campus.
<i>Position Status:</i>	Full-time, exempt position. Work is performed on the Columbia Gorge Community College campuses or at designated sites.
<i>Wages:</i>	Starting salary range \$34,500 to \$37,699 DOE. Benefits include medical, dental, vision, vacation and sick time, and PERS retirement.
<i>Application:</i>	Application can be found online at www.cgcc.edu/hr/non-instructional-opportunities or by contacting: Courtney Judah 400 E. Scenic Drive The Dalles, OR 97058 (541) 506-6151
<i>Closing Date:</i>	May 20, 2015
<i>Posting Date:</i>	April 29, 2015

JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: Academic Advisor
Department: Student Services
Classification: Professional and Management
Status: Full-Time
Reports To: Director of Advising and Career Services
Date Written: June 11, 2008
Revision Date(s): 08/10; April 2015

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Academic Advisor is responsible to the Director of Advising and Career Services for providing academic advising, recruitment activities, and retention activities for new and continuing students. Serves as a member of the Columbia Gorge Community College Student Services/Advising team. This position will work at both The Dalles campus and Hood River Indian Creek campus.

ESSENTIAL JOB FUNCTIONS

1. Assists students in selecting course work appropriate to their skill level and career and academic goals.
2. Assists students in creating an educational plan that shows the academic requirements for them to meet their goals.
3. Maintains contact with students during the term and provides support services as necessary.
4. Provides advising/placement testing at area high schools and other agencies as requested.
5. Collaborates with faculty, administrators, campus departments, area high schools and community agencies to identify, define, and meet student educational planning and placement needs, goals, and objectives.
6. Serves as a liaison between the Director of Advising and Career Services as needed to assist students with disabilities.
7. Assists in the development of advising approaches for changing student populations including minority students, non-traditional students and at-risk students.
8. Performs some recruiting activities at area high schools and other agencies as requested.
9. Represents Student Services programs to various on- and off-campus groups including the faculty, student government, employers, area high schools, and/or the general public.
10. Provides information to students regarding financial assistance available to them.
11. Works with advising team to develop strategies to ease transition between high school and college; and college and employment.
12. Assists in the development of programs and services designed to equip students with necessary job search skills and employment or transition/transfer strategies.
13. Assists in developing strategies which address student retention issues.

14. Provides unofficial evaluation of degree and/or certificate requirements for graduating students.
15. Serves as a member of the CGCC Advising/Student Services team.
16. Performs other related duties as assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

1. Maintains current information and knowledge of career and occupational opportunities in assigned advising areas.
2. Possess excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes.
3. Ability to work cooperatively as member of a team and in a professional manner.
4. Ability to relate to a diverse student population.
5. Ability to organize activities and coordinate groups of people.
6. Ability to meet and work closely with high school and community agency counselors, administration, and students.
7. Ability to work independently and follow-through on assigned tasks.
8. Ability to handle many tasks at one time.
9. Ability to organize and manage large projects from inception to completion.
10. Ability to communicate effectively (writing, listening, speaking).
11. Ability to use a PC in an office setting.

SUPERVISES THE FOLLOWING STAFF

None

EXPERIENCE

Two years of community college experience and/or experience working with adults or high school students in an educational setting preferred.

EDUCATIONAL BACKGROUND

Bachelor's degree required.

PREFERRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- May require a criminal background check in order to work in area high schools.

Personal Knowledge, Skills, and Abilities:

Columbia Gorge Community College is an equal opportunity educator and employer.

- Encourage use of technology in the delivery of services as well as understand the challenges that faculty and students face in its use.
- Bring a spirit of enthusiasm, energy, and multi-cultural awareness.
- Be student- focused.
- Demonstrate knowledge and good judgment in matters of college policy and procedures.
- Be able to work evenings and weekends.

WORKING CONTITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Schedule:

A full-time schedule of 8:00 am -6:00 pm, Monday –Thursday, 8:00 am - 12:00 pm Friday typical. Can require night and weekend hours.

Travel:

Frequent travel between Hood River and The Dalles Campuses. Reliable transportation required.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate computers, objects, tools, or controls; and reach with hands and arms. The employee is also occasionally required to lift and carry materials up to 15 pounds in weight.

PRESENTED BY:

Mike Taphouse, Dir. of Advising & Career Serv.

DATE

REVIEWED BY:

Robb Van Cleave, Chief Operating Officer

DATE

APPROVED BY:

Dr. Frank Toda, President

DATE

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact the following persons:

For Employment

Robb Van Cleave, Chief Operating Officer

Office: Rm. 2.422

Phone: 541-506-6151

For Educational Programs

Lori Ufford, Chief Academic & Student Affairs Officer

Office: Rm. 2.103

Phone: 541-506-6031

For Student Programs, Activities, and Services

Mike Taphouse, Director of Advising and Career Services

Office: Rm. 3.224

Phone: 541-506-6026

To Request Accommodations and Contact for Special Needs

Reasonable accommodations and auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's Students with Disabilities Advisor Shayna Dahl at (541)506-6046 or the Event Coordinator in a timely manner. Relay 711.