

**Cardinal Stritch University**  
**Job Description**

**Job Title:** Program Advisor  
**School/Department:** School of Urban Initiatives – Literacy & Language Development  
Budget # \_\_\_\_\_  
**Reports To:** Associate Dean-School of Education  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR (Name)  
**Prepared Date:** \_\_\_\_\_  
**Approved By:** (Department)  
**Approved Date:** \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES (PROGRAM ADVISOR)**

- Answers student emails and phone messages.
- Meets with students.
- Attend/organize orientations.
- Represents the LLD program to prospective students via special events and open houses.
- Contacts new students upon acceptance to the program and arranges registration appointments.
- Advise all LLD students during the school year and during the summer months.
- Arranges individual and group registration sessions.
- Processes students' registrations each semester and adjusts students' schedules as necessary during the University's drop/add period.
- Tracks students' progress throughout the program and ensures compliance with program requirements and benchmarks (e.g. Portfolios).
- Advises students appropriately when program requirements or benchmarks are not met.
- Maintains student files database and advising records for all LLD students.
- Coordinates the LLD programs new student orientation activities at the beginning of each semester.
- Assists with the scheduling of courses each semester by helping to determine sections needed and times/dates courses should be offered.
- Coordinates distribution of graduation materials.
- Receives on-going training in the use of Jenzabar.
- Organizes comprehensive examinations.
- Completes new cohort calendars.
- Compiles and maintains NCATE data
- Works with faculty and staff to develop suggested program changes based on student input and external market factors.
- Maintains student placement data
- Serves as a liaison for the students
- Maintains documents used in the LLD advising process.

- Attends all program, school and college meetings.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor degree in counseling or related field

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percents and perform basic statistical analysis of student population data.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

### **OTHER SKILLS AND ABILITIES**

Proficient in the use of databases and spreadsheets

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand and walk. The employee must

occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include the ability to adjust focus.

### **WORK ENVIRONMENT**

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.

The noise level in the work environment is usually moderate.