Title: Educational Adviser

Essential Function

Under general supervision from a designated administrator, intervene when students have academic or personal problems, which could prohibit completion of his/her degree or program; to administer computer-based assessment to enrolled participants.

Characteristic Duties

- Provide support and guidance to students on academic, financial, career, and personal matters.
- Advise students on educational alternatives.
- Teach pre-enrollment modules and workshops.
- Maintain records of student contact time; prepare related reports.
- Provide academic advising and counseling; refer students to local services/agencies when necessary.
- Assist in developing extracurricular, social, cultural, and educational activities and programs relevant to the needs of students.
- Administer computerized-based assessment throughout participants’ enrollment.
- Attend meetings and related functions.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in educational advising and/or working with disadvantaged children in an educational setting.

Last updated: 3-9-2007