



## Advising Center Coordinator

Student Services

SS/5

### JOB SUMMARY

This position is responsible for coordinating the operations of the Advising Center and for providing advising services to Darton State College students.

### MAJOR DUTIES

- Provides academic advising services to new, readmitted, and undecided students.
- Coordinates the day-to-day operations of the Advising Center; processes drop/adds, changes of major, graduation audits and registration.
- Directs the operations of the Peer Tutoring Center; hires and trains peer tutors; promotes programs and services; matches clients to tutors.
- Serves on assigned campus committees.
- Develops and provides training and orientation materials for faculty and staff advisors.
- Coordinates strategies with the Admissions and Registrars Offices.
- Coordinates early registration opportunities for new and readmitted students.
- Interviews prospective students seeking a Presidential Exception to attend Darton State College.
- Assists in coordinating the provision of academic advising and tutoring services to online students.
- Collects data to assess academic advising and peer tutoring and interprets results.
- Requests purchases and oversees the Advising Center and Peer Tutoring Center budgets.
- Remains informed of current trends in student advising.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of University System of Georgia academic policies and requirements.
- Knowledge of academic, career and personal counseling principles.
- Knowledge of peer tutoring principles and practices.
- Knowledge of adult learning and career development principles.
- Knowledge of academic advising best practices.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in the training and supervision of student workers.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Senior Director of Student Success assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include University System of Georgia guidelines, Family Education Rights and Privacy Act guidelines, Pell Grant standards of progress, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied advising, administrative, and service coordination duties. The unique nature of each student's needs contributes to the complexity of the position.
- The purpose of this position is to coordinate the delivery of advising and peer tutoring services to students. Success in this position provides effective services to students and contributes to student academic and career success.

### **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, colleagues from other institutions, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, to motivate or influence persons, or to justify, defend or settle matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position supervises the work of student workers.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.