



## Student Success Advisor

Student Success

SS/6

### JOB SUMMARY

This position is responsible for providing advising services to Darton State College students.

### MAJOR DUTIES

- Provides personal, career and academic advisement to Darton State College students.
- Communicates with students at high risk for attrition to provide support and ensure appropriate resources are provided.
- Assists students with the development of academic plans.
- Identifies student needs and recommends, plans, and implements services in response to those need.
- Collects and analyzes student retention data.
- Develops and implements projects and plans in support of student retention.
- Interviews applicants and makes recommendations regarding Presidential Exceptions for admission.
- Advises students pursuing medial or hardship withdrawals.
- Registers students.
- Counsels students regarding changes in major; assists students with course withdrawals.
- Assists with campus commencement exercises.
- Coordinates the distribution of international and superior out-of-state waivers.
- Serves as the Designated School Official for the Department of Homeland Security's Student Exchange and Visitor System.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of college policies and procedures.
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of computers and job related software programs.
- Knowledge of issues and trends related to adult learners.
- Knowledge of college registration procedures.
- Skill in decision making and problem solving.
- Skill in the completion of a variety of reports.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

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

### GUIDELINES

Guidelines include college policies and procedures, the Family Educational Rights and Privacy Act, and the college academic catalog. These guidelines require judgment, selection and interpretation in application.

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

- The work consists of varied duties related to student advising. Strict and frequently changing regulations contributes to the complexity of the position.
- The purpose of this position is to provide advising services to Darton State College students. Success in this position contributes to the academic success of students.

### **CONTACTS**

- Contacts are typically with co-workers, faculty, staff, students, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons.

### **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**

None.

### **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.