

POSITION DESCRIPTION

JOB TITLE: EDUCATIONAL ACCESS ADVISOR

DEPARTMENT: EDUCATIONAL OPPORTUNITY CENTER

DIVISION: STUDENT AFFAIRS

SALARY RANGE: \$45,675- \$49,046 (Grade 6)

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: EOC PROJECT DIRECTOR

SCHEDULE DETAILS: FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: July 2024

Position Summary

Crowder College is looking for a people-centered person who will advise and advocate for residents in Barry, Lawrence, and Newton counties who seek to improve the lives through education. The Advisor provides direct support with postsecondary admission applications, financial aid forms, HiSet/GED guidance, career counseling, financial literacy assistance, transfer advisement, scholarship help, and general information relating to the financial and academic processes in education. When the Advisor is winning, residents who seek services from EOC have an exceptional experience receiving all the support and guidance needed to meet their education goals.

Essential Job Duties

- Disseminate information to residents, agencies, schools, and businesses;
- Assist with identification, recruitment, and selection of eligible participants;
- Determine, administer, and interpret appropriate diagnostic assessment measures;
- Coordinate activities with college and community agencies;
- Establish and maintain close working relationships with community agency staff, high school staff and administration, social service agencies, businesses, and postsecondary education personnel;
- Obtain EOC referrals and make referrals via community agency staff, high school staff and administration, social service agencies, businesses, and college personnel;
- Maintain complete and accurate confidential participant files (including the EOC application, income documents, completed assessments, high school and/or college records, and all key services rendered);
- Facilitate workshops on academic issues, financial aid options, and college selection;
- Advise participants in a group or one-to-one concerning academic and/or financial aid issues;
- Provide information and workshops on college majors and career guidance;
- Encourage participation in academic and career development activities;
- Assist participants in searching to meet their full financial needs, including aid in filing the FAFSA, scholarship searches, and location of community resources;
- Encourage participation in cultural enrichment activities and workshops;
- Work with Project Director to document participant progress and maintain consistent contact between participants and EOC staff; and
- Fulfill any other duties requested by the EOC Director which job-related circumstances may demand.

Required Knowledge, Skills & Abilities

- Bachelor's degree required in higher education, education, guidance, counseling or other closely related field.
- Two years of experience in academic advising and/or student academic services.
- Experience working with students, adults, and/or disadvantaged populations.
- Excellent communication and interpersonal skills.
- Ability to work independently with no direct on-site supervision.
- Ability to plan, organize, and implement responsibilities effectively.

- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
- Ability to drive an automobile and a clean driving record required.

Equipment/Software

- Information Technology abilities required:
 - Skills necessary to utilize computer to manage and improve instruction.
 - Ability to operate a computer using Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize email.
 - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
 - Ability to perform basic Learning Management System functions.

Positions Supervised

None

Working Environment

- Generally indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- Travel to other office sites required as well as an occasional overnight trip.
- 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.
- A neat appearance and appropriate businesslike apparel are required.

Physical

- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.
- Bilingual capability preferred.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.