



Job Description

Job Title:	College Advisor
FLSA Status:	Exempt

General Summary:

Under the Supervision of the Director of College Success, the College Success Advisor is responsible for the coordination, implementation, and supervision of day-to-day administrative and programmatic departmental needs. This individual is primarily responsible for coordination of the day-to-day operations of the Postsecondary Program and in ensuring the achievement of the department's organizational goals.

Essential Duties and Responsibilities: (Other duties may be assigned at the discretion of the Supervisor.)

- Responsible for the direct support and monitoring of college success caseload including scheduling appointments, counseling students, data entry, outcome tracking, graduation and transfer advisement, financial aid advisement, presenting to students and staff, and strategic planning.
- Provide one-on-one advisement to Fulfillment Fund college students to help support retention efforts.
- Oversee the day-to-day operations of Fulfillment Fund scholarships and stipends, including tracking of online applications, reviewing transcripts, calculating of grade and unit requirements, and maintaining up-to-date student files.
- Monitor performance of scholarship and stipend recipients within program criteria and provide recommendations to management regarding distribution of funds.
- Execute College Success initiatives including on campus support, advisement, and program implementation.
- Provide career advising to college students in order to prepare them for their post-graduation plans.
- Advise all students on course selection, placement exams, transfer paths, and encourage students to find their strengths and abilities.
- Responsible for coordinating transfer advisement for Fulfillment Fund community college students.
- Collaborate with all Programs Teams leaders and colleagues, as necessary.
- Ensure that all College Success students complete GradSnapp profiles and check-ins on a bi-annual basis.
- Maintain thorough, appropriate documentation of case management contact and activities.
- Maintain accurate database records on all students and processes for caseload.
- Ensure student's advisement data, scholar data, and transfer counseling data is entered in the Fulfillment Fund/GradSnapp database in a timely manner.
- Build and maintain relationships with students, individual colleges, partner non-profits, first-year experience programs, and other outside agencies on behalf of Fulfillment Fund
- Manage and prioritize advisements with students that meet the at-risk criteria utilizing tools such as the "Risk Index" feature in GradSnapp.
- Support Destination College, college site visits, essay writing workshops, application workshops, financial aid counseling, Holiday Homecoming and Fulfillment Fund University, as needed.
- Regularly exercises discretion and independent judgment on matters of significance for students and the College Success program.
- Occasional weekend/evening work.
- Some travel required to meet with students, community college partners, and attend conferences.



- Other duties as assigned.

Supervisory Responsibilities:

The position may supervise student interns, and temporary employees, as necessary.

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 to perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities:

- Excellent oral and written communication skills.
- Proficient in use of standard information technologies including Microsoft software (advanced knowledge of Excel preferred), the internet, and Social Solutions Database (Apricot).
- Broad and deep understanding of college admissions process and college graduation requirements.
- Experience hosting webinars and utilizing Zoom or other video chat platforms.
- Minimum of three years' experience in the educational and/or non-profit sector.
- Extensive knowledge in career advising.
- Knowledge of the IGETC requirements, community college retention programs.
- Knowledge of challenges of community college and four-year college students and understanding of opportunities to help students persist and transcend obstacles.
- Awareness and understanding of underrepresented, first-generation college students are required.
- Broad understanding of financial aid.
- Familiarity with all CA systems of education (Community College, UC, CSU, and Private)
- Bilingual Spanish/English language skills extremely desirable.
- Proven ability to work independently and as a contributing member of a team.

Education and/or Experience:

This position requires a Bachelor's degree or greater in education, sociology, counseling, or a related field; Master's Degree desired, but not required.

Certificates, Licenses, Registrations:

A current California Driver's License and current automobile insurance coverage.

Salary:

\$64,480/year

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 occasionally required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk to hear. The employee is occasionally required to lift up to 25 pounds. The vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:



This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers and smartphones. 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. While performing the duties of this job, must be available to work irregular hours, shifts, weekends, holidays. Noise level in the work environment is usually moderate. Employee will constantly work in indoor/outdoor weather conditions.

Note:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Acceptance: _____ Date: _____

Manager Acceptance: _____ Date: _____

People and Culture Acceptance: _____ Date: _____