STATE CENTER COMMUNITY COLLEGE DISTRICT
SEASONAL STUDENT ADVISOR

DEFINITION

Under direction performs work related to the recruitment, orientation, and advising of current and prospective students.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or established procedures. This classification may require some lead responsibilities. This position works on a seasonal basis in the recruitment and registration of students.

EXAMPLES OF DUTIES

Performs a variety of duties including, but not limited to: conducting group presentations as well as individual sessions with students and parents regarding admissions, course selection, registration, and completion of forms and other procedures. Guides students in course selection and recording their student educational plan; assisting with recruitment, retention and community outreach projects including identifying prospective students, contacting students and the public, and assisting at orientations and registration. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree.

Experience: Experience working with various types of student support services, student recruitment and transfer information.

Knowledge, Skills and Abilities: Knowledge of or ability to learn college and community resources to assist students; student advising procedures; college regulations; student transcripts and Privacy Act; functions of student services; student referral procedures; curriculum and the college catalog; course prerequisites and general education requirements; advising and effective communications techniques. Skill to organize materials and events and be timely in their presentation; and work in a team to provide services to students. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to enter and retrieve data from computer system in appropriate format; receive and follow instructions and appropriately interact with students, parents, staff, faculty and the public; assign and review the work of other employees and students assigned to the department, learn and apply college and district policies and procedures.