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# Graduate Assistant Advisor Position Description

The position of Graduate Assistant Advisor exists to provide professional advising related to educational, and career related decision making, focusing on academic advising for Career & Technical Education (CTE) degrees and certificates, transfer degrees, and various courses of study. This position will also provide general academic advising to include support functions for college initiatives/programs related to student success. Advisors will manage and coordinate an assigned student caseload and collaborate with relevant departmental personnel to ensure appropriate educational planning to meet academic and career goals. All responsibilities are in support of student success as outlined in Pikes Peak State College’s Strategic Plan.

## Essential Functions:

### Academic and Career Advising:

* Managing assigned student caseload including long-term planning and appropriate referrals.
* Providing general academic advising in person and via synchronous and asynchronous technologies to new and continuing students, to include: reviewing career plans; evaluating and interpreting placement test scores; assigning/changing faculty advisors; recommending coursework. Teaching students to register using MyPPSC Portal or EAB Navigate for classes based on student’s needs and prerequisite status. Utilizing student records systema to gather information and record appropriate contact notations. Preparing and interpreting degree audits to determine student’s progress toward academic goals.
* Mapping comprehensive academic and career plans for individual students, based upon understanding of program requirements, student’s life situation, and career/personal goals.
* Ensuring that students understand four-year transfer options, partnerships, and other resources.
* Making appropriate referrals to other college student services areas in support of students’ academic and personal needs.
* Documenting student interactions in accordance with department and institution policies in support of accountability and program assessment.
* Ensuring that all relevant advising and given career information is up to date; including but not limited to: admissions requirements; new programs and course changes; important dates; college-wide initiatives; transfer requirements and options.
* Providing short-term individual and career advising to assist students with career, educational, and employment decision making; coordinating referrals to other college and community resources as appropriate.

### Supporting Departmental and Institutional Initiatives:

* Represents department on college committees and task forces as assigned.
* Assists with special events, follow-up, and other service initiatives.
* Collaborates with internal and external partners to provide equity based, culturally competent, efficient, and fair services.

## Knowledge, Skills, Abilities:

* Demonstrated evidence and understanding of the concepts of diversity and multiculturalism and their application in the workplace and higher education.
* Experience utilizing technology to provide synchronous and asynchronous services to students.
* Experience with public speaking and group educational presentations.
* Experience developing traditional or web-based programming and materials for workshops, services, and special events.
* Excellent computer skills including, working knowledge of EAB Navigate, Banner (INB and SSB), DegreeWorks, and Microsoft Office Suite (Word, Access, Excel, Outlook and PowerPoint).
* In-depth knowledge of academic advising procedures and policies; advising information resources; and college’s instructional programs.
* Ability to prepare effective written communications, utilizing correct grammar and spelling.
* Skills in organization and accurate recordkeeping with strict attention to detail and student privacy issues.
* Ability to develop practical academic and career plans of action based upon student’s individual life situation and goals.
* Ability to professionally and tactfully interact, communicate, establish rapport and work collaboratively with a wide variety of constituents, including students, faculty, staff, and community members/organizations.
* Ability to work independently and follow through on assignments with minimal direction.
* Barring special circumstances (as evaluated by supervisor), this position will not be granted annual leave during semester breaks when the college is open, due to responsibilities in supporting break advising efforts.
* Position requires energetic, flexible team member willing to work occasional evenings and Saturdays to accommodate programming needs; travel between all campuses as needed.
* Demonstrated understanding of current labor market trends and career information resources
* Ability to work evenings as needed, and travel to multiple campuses and off campus locations.

## Minimum Qualifications:

* Bachelor’s degree from a regionally accredited institution
* Understanding of community college students and the community college mission
* Experience working with students in a secondary or post-secondary setting.

## Compensation: $15.00 per hour. This position is not eligible for benefits.

Work Hour Expectations: 20-28 hours per week

## Hours of Operation:

* Monday 8am – 8pm
* Tuesday 8am – 8pm
* Wednesday 8am – 8pm
* Thursday 8am – 8pm
* Friday 8am – 5pm

## Work Locations:

* Centennial Campus – 5675 S. Academy Blvd., Colorado Springs, CO 80906
* Downtown Studio Campus – 100 West Pikes Peak Ave., Colorado Springs, CO 80903
* Rampart Range Campus – 2070 Interquest Parkway, Colorado Springs, CO 80921
* Additional sites, as determined by Director, Coordinator, or Assistant Coordinator, may include but are not limited to:
  + Fort Carson Education Center – 1661 O’Connell St., Building 1012, Fort Carson, CO 80913
  + Peterson Space Force Base Education Center – 1141 Stewart Ave., Building 1411, Colorado Springs, CO 80914
  + Regional High Schools
  + Remote location