



# Laredo Community College

West End Wellington St • 5901 South Zapata Hwy • Laredo, TX 78040  
www.laredo.edu

## POSITION JOB DESCRIPTION

**DEPARTMENT:**..... Academic Advisement and Student Success Center

**POSITION TITLE:**..... Academic and Career Advisor

**PERSONNEL GROUP:** ..... Administrative/Professional

**EMPLOYEE NAME:** .....

**POSITION GRADE:** ..... 24

**POSITION STEP:**..... 0-3

**POSITION REPORTS TO:** .....

**REVISION APPROVED BY:**.....

(Minimum approval level: Departmental Supervisor and Above)

**REVISION APPROVAL DATE:** .....

### **EDUCATIONAL REQUIREMENTS:**

BA or BS degree in Psychology, Sociology, Human Services, or related area with one-year experience in an educational, counseling or social service setting. Master’s Degree and individuals with experience at the post-secondary education level preferred.

### **BASIC FUNCTION AND RESPONSIBILITY:**

The Academic & Career Advisor (ACA) is responsible for the recruitment, advisement, and retention of current and potential Laredo Community College students. The ACA is responsible for providing current and prospective students with information regarding admissions, testing, financial aid, scholarships, registration, educational programs, course planning, career services, and LCC student support services through presentations and personal interviews with students in various settings throughout the community and the college service delivery area. The ACA also provides information to area high school counselors about LCC, federal and state programs, procedures, and opportunities available to college bound students. The ACA develops, implements, and evaluates programs and presentations to deliver the above-mentioned students services.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Provides educational advisement services for students which may include course selection, grade requirements, tutorial services, and career planning.
2. Assists in the development, coordination, and implementation of recruitment activities for Laredo Community College.
3. Prepares and delivers literature and presentations to potential students and parents in various settings in the community.
4. Participates in special events and community activities that support LCC’s recruitment, marketing, and development efforts.
5. Assists in coordinating efforts at local high schools for early registration.
6. Assists in the development and coordination of LCC’s freshman orientation program.
7. Possess thorough knowledge of LCC student support services.
8. Assists in the development and implementation of campus-wide retention efforts.
9. Works cooperatively with faculty and student development personnel to retain students and facilitate completion of degree and/or certificates.

10. Assists in the development and implementation of assessment instruments for the evaluation and improvement of student recruitment, advising, and retention.
11. Compiles and utilizes data that supports communication with students and aids in the development and implementation of student recruitment, advising, and retention strategies and activities.
12. Perform other duties and responsibilities assigned by the Director.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- 1) Skilled in human relations;
- 2) Knowledge of the socio-economic conditions and ethics culture of the student body;
- 3) Demonstrate skills in planning, organizing and implementing innovative programs relating to retention and recruitment;
- 4) Ability to make group presentations and communicate well and relate to students, parents and staff;
- 5) Be able to give presentations in English and Spanish
- 6) Computer word processing skills and knowledge in current computer technology
- 7) Be able to work nights, weekends, and overtime.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Prolonged periods of working at a computer workstation or office environment. Required to lift items weighing up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work-inside a well-lighted and air-conditioned area most of the time.

**SPECIAL CONDITIONS:**

Immediate supervisor may assign other duties. May be required to work outside regular working hours. May be required to work at a different College work site or campus as needed.

**ACKNOWLEDGEMENT:**

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of College policies herein included, expressed, and/or implied.

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Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Employee's Signature and Date

\_\_\_\_\_  
Supervisor's Signature and Date

*Sign and return to HR for placement into employee personnel file.*