

Position Description - Unclassified

Position Status:

| | | |
|---------------------------------------|-----------------------------|--|
| Position Title | | Position Number |
| Educational Advisor | | E99846 |
| Appointment (9mos. / 12 mos. / Other) | Contract Period (from / to) | Department / Division |
| 12 months | June - July | Student Success & Advising or Student Enrichment Program |
| Position Type | FLSA | |
| Full Time | Unclassified | |
| Reports to | Reports to Position Number | |
| Director | E99439 | |
| Incumbent | University ID # | |
| | | |

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.

With a focus on ensuring student success, Student Success and Advising includes the SSA office as well as 2 federal TRIO advising programs. SSA coordinates academic advising and retention initiatives at WOU, offers tutoring and other academic support services, and provides high quality, holistic, and inclusive advising services to key student populations.

Within SSA, the Student Enrichment Program (SEP) is, in part, a federally-funded TRIO - Student Support Services grant that provides services to students who are first-generation, low-income, or have documented disabilities. SEP exists to help retain students in their academic pursuits until they graduate from WOU. SEP coordinates and provides advising, programming, referral and resource information designed to assist students in their successful accomplishment of academic and life skills.

| |
|---|
| B. Describe the purpose of this position and how it functions within this program. |
| <p>The primary purpose of the position is to advise students regarding their life, career, and educational goals. They will help students with academic planning, exploring majors and interests, identifying obstacles to their success, and referring to on and off campus support and resources. This role will work with a defined population within SSA (e.g. Student Enrichment Program caseload, Exploring students, Pre-Nursing students, etc.)</p> <p>Must be able to effectively work with first-generation, low income, and underrepresented students. Must be skilled in addressing the needs of re-entry students, students in crisis, and students experiencing academic difficulty. Must exhibit cultural humility and agility, with the ability and commitment to work with students and colleagues from diverse backgrounds.</p> |

Position Information and Qualifications:

| | |
|--|---|
| A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised | |
| Percent of Time | Duties |
| 70% | <p>Provide holistic advising support. Facilitate academic support services to advisees.</p> <p>The advisor will provide holistic advising to a defined population(s) or caseload of students. This individual will meet with students on a regular basis to monitor, motivate, provide, counsel, and support the participant’s academic, career, personal, financial, social, and cultural needs.</p> |
| 20% | <p>Special Projects and Workshop/Course Facilitation</p> <p>The advisor, in collaboration with unit leadership, will engage in special projects which may include activities such as:</p> <ul style="list-style-type: none"> ● develop and deliver credit bearing courses ● summer orientation advising and programming ● peer advisor/mentor training ● Design and facilitate workshops |
| 5% | <p>Professional Development</p> <p>The advisor will attend (with the approval of their supervisor) conferences and workshops to facilitate professional development, sharing the knowledge gained at professional development training with program staff.</p> |
| 5% | <p>Service to the office, division, and university</p> <ul style="list-style-type: none"> ● Represent SSA at events, committees, meetings, etc., often in collaboration with campus partners and stakeholders ● Participate in on-going professional development (attend relevant conferences, workshops, and review new student success and advising literature ● Actively work to ensure an inclusive, accessible, and welcoming environment for all staff and students |

| | |
|--|---|
| | <ul style="list-style-type: none"> Other duties and special projects, as assigned. |
|--|---|

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor's Degree.
- Demonstrated experience or training in social justice or diversity within the last five years.
- Familiarity with information technology, including Microsoft Office and other web applications.
- Excellent written and verbal communication skills.
- Demonstrated use of advanced problem-solving skills.
- Occasional weekend and evening hours will be required.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master's degree or higher in an area appropriate to higher education administration
- Bilingual, especially Spanish or American Sign Language
- Professional experience working in an advising, student success, or retention role within higher education.
- Familiarity with Banner SIS/DegreeWorks.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Ability to evaluate and respond to high-stress situations.
- Ability to form and maintain effective relationships with students to monitor academic progress and help them develop relationships with other personnel on campus to transition to faculty advising.
- Utilize developmental and intrusive advising.
- Help students look at all the options available to them to achieve academic success.
- Advise students in academic difficulty on ways to improve their GPA and meet their goals.
- Knowledge of student development theory, advising theory, and advising approaches and applications to advising practices.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

| | | |
|---|--|----|
| | Develops, monitors*, and controls* <small>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</small> | |
| | Delegated authority to monitor budget | \$ |
| | Limited approval authority for purchase | \$ |
| X | Purchase only with higher level approval | \$ |

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

| | | | |
|--------------------------|------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Hire | <input type="checkbox"/> | Assign Work |
| <input type="checkbox"/> | Transfer | <input type="checkbox"/> | Recommend salary adjustments |
| <input type="checkbox"/> | Discipline | <input type="checkbox"/> | Approve requests (i.e. leave) |
| <input type="checkbox"/> | Dismiss | <input type="checkbox"/> | Respond to complaints/grievances |
| <input type="checkbox"/> | Layoff | <input type="checkbox"/> | Conduct performance assessments |
| <input type="checkbox"/> | Promote | <input type="checkbox"/> | Give Direction |

Positions Supervised:

| Type | # of Employees | Total FTE |
|---|----------------|-----------|
| <input type="checkbox"/> Teaching faculty | | |
| <input type="checkbox"/> Classified staff | | |
| <input type="checkbox"/> Unclassified staff | | |
| <input type="checkbox"/> Student Employees (average per term) | | |
| <input type="checkbox"/> Other (specify) | | |

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

This position will need approval from their supervisor and/or unit Director when implementing changes.

Additional Information:

List any additional information that would help describe the nature of the position.

See attached organizational chart.

Acknowledgement:

| | |
|--------------------------|---------------------------------------|
| Employee Printed Name | Employee Signature / Date |
| | |
| Supervisor Printed Name | Supervisor Signature / Date |
| | |
| Reviewer (VP / Director) | Reviewer Signature / Date |
| | |
| Appointing Authority | Appointing Authority Signature / Date |
| | |

HR USE ONLY:

| | | | |
|------------------------------|----------------------|---------------|---------------------|
| Received by | | Date | |
| | | | |
| Position Class # (Ex. UF101) | Employee Class | Job Location | Appointment Percent |
| | | | |
| CUPA-HR# / Title | NOC Code | Category Code | SOC Code |
| | | | |
| Actions Taken | | | |
| | NBAPBUD / NBAPOSN | | |
| | NBAJOBS | | |
| | PEAFAC | | |
| | Electronically Filed | | |