



JOB DESCRIPTION

JOB TITLE: Pathways Advising Specialist	FLSA: Exempt Security Sensitive: Yes
Department: Title V Grant	Date: 9/20/2018
Security Sensitive: Yes	Grade: C-42
Reports To: Title V Project Director	

Job Summary:

The Title V Pathways Advising Specialist reports to the Title V Project Director and has primary responsibility for implementation of a new comprehensive pathways advising system. This will include implementation of student dashboard technology, intrusive advising, pathway-specific articulation agreements, and transfer services for students.

Essential Functions

- Collaborates with faculty and staff to develop and pilot new pathways advising system;
- Leads development of pathway-specific articulation agreements between GC and four-year institutions;
- Creates institutional reference tables summarizing the pathway-specific articulation agreement for each transfer institution;
- Creates resources to facilitate transfer advising as part of a pathway advising system;
- Works with project staff and GC administration and faculty to align new advising services with redesigned courses/pathways, renovated student services spaces, and IT upgrades;
- Leads pilots of the new pathways advising system;
- Works with the Instructional Methodologist and pathway-specific faculty in aligning new pathways advising system with redesigned courses;
- Works with the Instructional Technologist to train staff, integrate computer applications, and institutionalize new advising technologies/computer programs;
- Creates and maintains an accurate graduation database that documents transfers to four-year institutions, especially transfers under a pathway-specific articulation agreement;
- Assists Project Director in project evaluation and data-supported initiatives;
- Maintains confidentiality of student records in compliance with the Family Education Rights and Privacy Act (FERPA);
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;

- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- A Master’s Degree in student affairs, counseling, educational psychology, or a closely related field;
- Three years of experience in higher education advising or counseling;
- Knowledge of Pathways Advising model;
- Experience working with minority or disadvantaged student populations;
- Strong communication and organizational skills;
- Strong interpersonal skills;
- Ability to work within a team environment using collaborative approaches;
- Ability to foster partnerships to promote quality in education.

Preferred Education, Skills and Abilities

- Experience developing or coordinating a Pathway Advising model for higher education;
- Experience working with faculty or instructional staff within a program or college to create pathways;
- Experience advising students using a Pathways Advising model;
- Demonstrated ability to develop relationships across institutions for the purpose of facilitating transfer and/or to establish articulation agreements;
- Demonstrated ability to learn and adopt new technologies in an efficient and productive manner;
- Experience conducting evaluation or research on the effectiveness of educational interventions.

Work Environment / Physical Requirements

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions;
- Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical activities.

Special Requirements

- Subject to a criminal background check prior to employment;
- This is a grant-funded five-year project. Employment is contingent upon funding.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? YES / NO

Signature

Date