



College Pathway Advisor Job Description

Job Title: College Pathway Advisor
Job Class: Professional
Department: Enrollment Services and Financial Aid
Reports To: Director of Enrollment Services and Financial Aid
FLSA Status: Exempt
Compease: Grade 10
Approved By: Vice President of Organizational Effectiveness
Approved Date: 01/01/23

I. Position Purpose

The College Pathway Advisor works closely with prospective students during the enrollment process through one-on-one appointments, group sessions, and events. Working collaboratively with enrollment services staff, this cross-trained position provides information related to both general enrollment and financial aid in addition to specific advising for College Credit Plus (CCP) students. The College Pathway Advisor also provides embedded college advising services within partner high schools.

II. Duties and Responsibilities

RECRUIT PROSPECTIVE STUDENTS: The College Pathway Advisor will work with the Director of Enrollment Services and Financial Aid to execute the College's recruitment strategies including phone/ mail communication, one-on-one appointments, and group sessions. The Advisor will provide information and guidance on the enrollment process with a goal to increase overall yield of applicants and new student enrollment.

PROVIDE ONGOING ADVISING FOR CCP STUDENTS: The College Pathway Advisor will provide first-term academic advising for on-campus and online CCP students. The Advisor will also provide advising to CCP students taking courses at the high schools and will follow up with all Early Alerts for advisees to positively impact student success and retention. The Advisor will also assist with the testing and registration process for CCP students. The College Pathway Advisor is responsible for interpreting state CCP regulations and determining student's eligibility and placement for CCP courses including providing testing opportunities at local high schools. The Advisor is required to attend CCP information sessions hosted by the high schools to answer institutional specific questions.

REPRESENT THE COLLEGE AT RECRUITMENT EVENTS FOR ALL STUDENTS: The College Pathway Advisor will represent the college at events such as information sessions, high school visits, open houses, college fairs, and community-based events. The Advisor will be expected to participate in events that may be outside of normal working hours including evenings and weekends.

CONDUCT CCP NEW STUDENT ORIENTATION AND PLANNING SESSIONS: The College Pathway Advisor will help coordinate and execute new student orientation for all CCP students and Planning Sessions for families interested in CCP.



ENGAGE IN COLLEGE AND COMMUNITY SERVICE: The College Pathway Advisor will serve on committees and collaborate with education institutions and professional organizations for development and to share best practices; participate in recruiting, enrollment, and retention events; serve on College committees and perform other job-related duties as assigned.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: The College Pathway Advisor will demonstrate professionalism and provide quality customer service in accordance with the College's values. Additionally, they will maintain positive working relationships, make decisions and solve problems. The Advisor will maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. The Advisor will also exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications - Education, Experience, and Skills

- Minimum of a Bachelor's degree in a relevant field from a regionally or nationally accredited institution recognized by the U.S Department of Education or the Council of Higher Education Accreditation.
- Minimum of six months to two years of similar or related experience.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).