POSITION DESCRIPTION

TITLE: Academic Advisor*

LOCATION: Division for Center for Workforce and Community Education
Primarily Lincoln/Providence Campuses

REPORTS TO: Director, Adult Education/Literacy Services

GRADE: CCRIPSA 8

WORK SCHEDULE: Non-Standard, 35 hours per week
Day and evening hours required

BASIC FUNCTION:
To provide educational assistance to students attending day and evening GED classes on the Lincoln and Providence Campuses, and to assist with all functions related to the GED testing program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• To provide developmental and educational assistance to students in the form of direct advising that includes recruiting or orienting new students, conducting intake interviews, and advising in areas aimed at improving educational skills, as well as assisting students with academic major and career choice, and to provide group advising services for a variety of academic issues.
• To assist students in the interpretation of testing/assessment results.
• Maintain test files according to RIDE and federal GED regulations including security.
• Recruit new candidates for GED classes.
• Serve as an examiner for GED test sessions.
• Data entry of any student and testing information into the CALIS system required by RIDE. Reports will be monitored on a regular basis.
• Customer service including registration, making testing appointments, counseling of students and answering student questions.
• Responsible for processing registrations, answering telephone inquiries, troubleshooting issues as they may arise.
• To perform additional duties related to the GED program including but not limited to maintaining GED test calendar, process GED transcript requests, receive and post GED test scores from national website, etc.
• To work with members of various community groups to coordinate GED tests.
• To ensure security of GED testing materials and adherence to GED protocols.
• To provide support to CWCE office as required.
• To do related work as required.
LICENSES, TOOLS, AND EQUIPMENT:
Various office equipment which includes computer and various software, typewriter, telephone, calculator, copy and fax machines, etc. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
• Must have a Bachelor's Degree and experience in teaching, training, counseling, or testing, OR at least an Associate's Degree and three years of experience in teaching, training, counseling, or testing.
• Thorough knowledge/experience of GED testing procedures and interpretation of results.
• Experience with Comprehensive Adult Literacy Information System (CALIS) for the State of RI preferred.
• Thorough knowledge of enrollment procedures, financial aid, and support services available at the college.
• Excellent oral communication skills essential.

*This position is third-party funded and limited to June 30, 2011, with the possibility of renewal contingent upon funding.

CCRI is an Equal Opportunity / Diversity Employer.
Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.