



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

Position Description

<b>POSITION:</b>	Academic Advisor
<b>LOCATION:</b>	Student Affairs, All Campus sites
<b>REPORTS TO:</b>	Director of Advising & Counseling
<b>GRADE:</b>	CCRIPSA 8
<b>WORK SCHEDULE:</b>	Non-standard, 35 hours per week. Day, evening and weekend coverage required

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

**BASIC FUNCTION:**

To provide developmental and educational assistance to students attending day, evening and weekend programs at all campus sites. This assistance will be provided in the form of individual and group advising, testing and assessment, career information, structured workshops for promoting personal growth, career development, and academic success. To develop, monitor and provide in-service training in advising support programs; and to do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- To provide developmental and educational assistance to students in the form of direct advising that includes 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.

- General understanding of the Satisfactory Academic Progress (SAP) policies and procedures in order to effectively assist students who are in violation of federal SAP guidelines.
  - Maintain a general understanding of the Satisfactory Academic Progress (SAP) policies and procedures in order to effectively assist students who are in violation of federal SAP guidelines.
  - Assist students in identifying semesters that triggered ineligibility and provide information to students about the Financial Aid Appeals processes and procedures; collect and forward the financial aid appeal package from student and forward to a Student Development Counselor for review, counseling, and recommendation.
  - Provide post-appeal services to students including additional academic advising and/or schedule adjustment based on denial or credit limitations imposed by conditional approval.
  - Participate in initial and ongoing financial aid training to stay abreast of federal financial aid regulations; participate in initial and ongoing training to interpret the Enrollment Services portal page.
  - Effectively utilize de-escalation techniques as required.
- To design and implement workshops in the areas of; student success strategies, time management, and college transfer opportunities.
- Thorough knowledge of the procedures required to provide comprehensive testing to all individuals pursuing various assessment options through CCRI testing centers and at off-site locations.
- Ability to assist students in the interpretation of testing/assessment results,
- Advise students in regards to ACCUPLACER test results, prerequisites, developmental education, degree and transfer requirements, and career development issues.
- Assist students in the following areas: controlling test anxiety, improving effective communication, study skills and strategies and coping with academic demands.
- To be responsible for the development of advising/educational support programs such as the maintenance of test files and the development and maintenance of career resource materials.

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:**

Associates Degree with a concentration in Psychology or related field required; or five years of relevant work experience. Bachelors Degree in Psychology or related field preferred. Bilingual preferred. A thorough knowledge of Satisfactory Academic Progress (SAP) federal financial aid requirements. Thorough knowledge/experience of testing procedures and interpretation of

assessment results. Applicant must have a working knowledge of the principles, practices and techniques of academic advising as applied to student educational and developmental needs. Applicants must also possess a knowledge of individual learning styles as well as the social and economic factors that contribute to student success.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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