

# WELCOME CENTER, INC.

## Academic Advisor (Bilingual)

Starting Rate: \$11.00/hr

### Job Description

<b>Title</b>	ACADEMIC ADVISOR (Bilingual either Spanish or Sudanese)
<b>Department(s)</b>	COLLEGE ACCESS

#### Job summary

Academic Advising involves assessing student needs, goals, interests and prior academic experiences in order to guide students in the design and implementation of a successful academic plan. Advisors collaborate with parents, staff, organizations, and school faculty members to address the academic advising needs of individuals or groups of students and parents. Advisors are also responsible for understanding and interpreting the College's policies and academic options of all degree and certificate programs to help facilitate the student's academic success.

#### Summary of essential job functions

- Recruit and motivate students to participate in the College Access Program.
- Work closely with admissions and financial aid staff to advise new students and parents on financial aid options.
- Provide academic advising to students and parents, individually or in groups, about College policies, programs of study and degree options.
- Provide students and parents with information about alternatives and possible consequences of academic decisions.
- Support career services by counseling students on career options and guiding their development of job search skills.
- Organize campus visits for students and parents.
- Organize and motivate students to participate in ACT practice test sessions.
- Work closely with the Academic Office and Student Services to connect students to academic support (e.g., tutoring, mentoring, etc).
- Keep advising statistics, work schedule, and other reporting documents up-to-date.
- Participate on committees and professional conferences and other self-directed professional development activities as requested.

#### Minimum Requirements

Must have high school diploma and 60 semester credits of college education. The ideal candidate would have a Bachelor's in Education. Applicants must be fluent in one or more of the following languages: Spanish, Arabic, Anuak, Dinka, or Nuer and be proficient in speaking and writing English. Must have a valid Minnesota Drivers License. Must be able to work with students and parents from diverse cultures and backgrounds. Must have demonstrated experience or interest in helping students transfer into college.

#### Abilities Required

Applicants must be knowledgeable with the use of technology (computers, internet, photocopies, fax machines, etc.); also with software: Word, Publisher, and Excel. Effective at prioritizing and self-directed. Skilled in communicating, educating, and engaging others. Comfortable working with diverse cultures and backgrounds, demonstrate integrity and honesty in dealing with others. Bridge builder and likeable.

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.