Job Description: Advisor
MACC Columbia Higher Education Center

The MACC-Columbia Higher Education Center Advisor shall be appointed by the Board of Trustees upon recommendation of the President. The salary and term of the office shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Director of Site Operations & Student Services at the MACC-Columbia Higher Education Center.

Qualifications:
Bachelor’s Degree and valid driver’s license are required. Excellent verbal, written, and interpersonal communication skills are required. Student-centered approach, friendly demeanor and the ability to work under pressure is desired.

Position Overview:
This Academic Advisor shall be responsible for advising to students in academic and career and technical degree programs. This position will be located at the MACC-Columbia Higher Education Center with hours of 10 am to 7 pm Monday through Thursday and 8 am-5 pm on Fridays. Some early morning and weekend work may be required during the start of each semester and during recruiting events. This is a full-time, salaried, exempt position covered by the Public School Retirement System of Missouri (PSRS).

Duties and Responsibilities include:

1. Advise and enroll students in academic and career and technical programs, discuss general transfer information and assist with transfer planning;
2. Assist students with Academic Planner;
3. Respond to Retention Alerts;
4. Discuss general financial aid information (A+ program, application deadlines, how to apply, etc.);
5. Discuss tuition rates, payment deadlines, payment plan options, late registration fee, refund policy, etc.;
6. Be familiar with student service duties such as entering admissions applications and other student forms into the college computer system, placement testing, graduation information, transcripts, etc.;
7. Refer students to proper personnel for special services;
8. Attend college career fairs/programs when necessary;
9. Respond to requests for college information, give tours and specific program information to interested students;
10. Complete unofficial degree audits;
11. Assist with placement testing;
12. Assist Instructors with class presentations involving degree plans;
13. Assist with planning college activities, including participation in student organizations;
14. Perform all other duties as assigned.