Job Description:
Academic Advisor (evening) MACC-Columbia

The MACC-Columbia 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 Affairs at MACC-Columbia and the Dean of Student Affairs and Enrollment Management. This is a full-time position in Columbia and is student-oriented, requiring some overtime at the beginning of enrollment periods.

QUALIFICATIONS:
This position requires excellent verbal, written, and interpersonal communication skills, organizational skills, the ability to multi-task and work under pressure. A Bachelor’s Degree is required. Must possess a valid driver’s license. This position is 9:00 a.m. to 6:00 p.m. Monday through Thursday, 8:00am to 5:00pm Friday.

DESCRIPTION:
This position will provide academic advising to students. This is a full-time, salaried, FLSA non-exempt position covered by the Public School Retirement System of Missouri (PSRS).

The Advisor shall:
1. Advise and enroll students in all MACC programs;
2. Discuss transfer information and assist students with transfer planning and degree audits;
3. Discuss general financial aid information (A+ program, application deadlines, how to apply, etc.);
4. Discuss tuition rates, payment deadlines, payment plan options, late registration fee, refund policy, etc.;
5. Work with College retention management system;
6. Refer students to proper personnel for special services;
7. Coordinate support services for evening classes as needed or directed;
8. Be familiar with entering admissions applications and other student forms into the college computer system, placement testing, graduation information, transcripts, etc.;
9. Attend college career fairs/programs when necessary;
10. Respond to requests for college information, give tours and specific program information to interested students;
11. Assist instructors with class presentations involving degree plans;
12. Assist with planning college activities;
13. Assist with student housing and student organization activities;
14. Perform all other duties as assigned.