

MnSCU ACADEMIC PROFESSIONAL 1

KIND OF WORK

Professional level academic and academic support work for a two year higher education institution or centralized office, first of 6 classes within the academic professional job class series.

NATURE AND PURPOSE

Under general supervision, advises students, parents, faculty, staff and administration for a relatively small academic program or student service area. Provides advice about program planning, degree planning, course selections, course/academic performance and scheduling, graduation requirements, degree audits, or transfer articulation and transfer evaluations.

DISTINGUISHING CHARACTERISTICS

Compared to MnSCU Academic Professional 2's, incumbents in this class will only provide academic services in a homogenous academic program or program area, e.g., provides advising services for admission or financial aid. Compared to MnSCU Academic Professional 2's incumbents in this class are seen as individual contributors who are assigned to complete professional tasks, combinations of tasks, or functional activities.

OPTIONS

44 options are available for this job class.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provide academic advising services for students intending to transfer and/or obtain credit for outside educational coursework and/or work or educational experiences so that students are able to successfully enroll in the institution.

Plan, organize and conduct admissions, orientation and registration activities so that new, current and/or concurrent program students are able to easily and successfully enroll in the institution.

Advise and guide current and prospective students on their eligibility for all financial aid programs based on their unique financial situation to ensure understanding of financial responsibilities and options related to attending college.

Represent the college at local secondary schools and college fairs to promote the college and demonstrate commitment to the communities served.

Provide advising services and implement progressive and intrusive advising methods and other advising initiatives to support students' successful completion of their academic goals.

Coordinate and/or lead student orientation programs and pre-enrollment activities to support students' and provide a positive post-secondary education experience and transition.

Develop and implement plans to assess and evaluate effectiveness of academic program procedures, identify changes where appropriate, and implement changes as directed to ensure a positive higher education experience for students.

Provide outreach to prospective students from underrepresented populations.

Implement advising processes and special projects aimed at maximizing student achievement, retention, and educational goal attainment.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

State and Federal statutes and regulations to ensure compliance in all facets of a program.

State and federal educational financial aid programs and compliance requirements.

Current academic requirements for majors, minors, and certificates of the college.

Specific needs and characteristics of the assigned advising population.

Community resources sufficient to locate resources to address students, including counselors, housing, food, etc. services.

Computer software applications and systems sufficient to enter data and create basic business correspondence, documents and training presentations.

#### Skills in:

Communication, both oral and written, in individual and group settings via phone or in person, sufficient to motivate students and influence behavior or turn a situation around and work with colleagues in a cooperative and respectful manner.

Human relations/customer service sufficient to actively listen to and understand students' needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner in person, over the phone and in writing.

Planning, organizing, decision making, coordinating and communicating sufficient to perform student advising services.

#### Ability to:

Relate to individuals and groups of students through the use of a variety of communication techniques (i.e., presentations, workshops, face-to-face, etc.), helping skills, and problem-solving skills.

Establish and maintain professional relationships with the internal and external college and community including students, peers, key contacts, and stakeholders.

Develop and maintain working relationships with peers at other higher educational institutions sufficient to secure knowledge of applicable academic credit transfer issues and degree articulation agreements.

Implement and communicate process changes.

Deliver training that engages learners and achieves learning objectives.

Apply and follow institutional, system and State policies and procedures as well as state and federal laws and regulations in the academic environment.

Use analytic reasoning to identify alternative solutions and approaches to problems.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

NA

SPECIAL WORKING CONDITIONS

N/A

Est.: 09/76

TC: 07/07

Rev.: 05/18

Former Class Titles: Community College Program  
Director 1; Minnesota State Program Director 1