

MnSCU ACADEMIC PROFESSIONAL 2

KIND OF WORK

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

NATURE AND PURPOSE

Under general supervision, advises students, parents, faculty, staff and administration on multiple areas including career and program major choices, curriculum, career/job placement, admissions and enrollment procedures, business office policies, financial aid, residency requirements, housing options, and/or child care services. May assist in the direction of a large department or division or be responsible for the overall program direction of a small or homogenous academic or student program area; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Compared to MnSCU Academic Professional 1's, incumbents in this class will provide alternatives over a broader range of student issues or multiple functions with greater involvement in decision making processes, e.g., provides advising services regarding admissions, financial aid and registration. The problem solving and accountability is broader, e.g., applies policies consistently, but fairly, in each situation which requires the ability to use analytical reasoning in determining alternative solutions to problems facing students. Positions require a more thorough knowledge of college policies and procedures, programs, curriculum, services and resources to assist students.

OPTIONS

46 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 educational advising to students by utilizing knowledge of college curriculum, tutorial services, financial aid, and social activities to assist students in the selection of appropriate developmental or academic courses, obtaining tutorial assistance, and in participating in campus activities to help them make a successful transition from home to campus life.

Facilitate use of the student services center, online resources, Minnesota career information system resources, and other academic/career planning resources/materials so students are able to identify experiential opportunities that will enhance their success in entering their chosen career field.

Plan and implement events relating to academic, career, financial aid, and transfer advising to assist new and current students in identifying career and educational options and requirements.

Coordinate the graduation process and review program requirements with each student to ensure graduation requirements are met and the integrity of the college and its academic programs is maintained.

Provide advising services to current and returning students in the areas of admissions, assessment, transfer, academic programs, career, financial aid, navigating online and e-learning tools, and student life services and make referrals to community services as needed to ensure students' correct course placement, retention, success, and educational goal attainment.

Track and report on advisees' academic progress, identify at-risk students and develop and implement academic recovery plans and retention strategies to ensure student retention and successful completion of their academic programs.

Participate in college enrollment activities, including representing the college at community events and partnership building opportunities, orienting prospective and new students to the College, and participating in new student registration activities so that prospective and new students receive accurate information, student admissions increase, and students feel welcomed to the College community and complete their academic programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

College policies and procedures, programs and curriculum, services, and resources for admissions, financial aid, records and registration and student life to assist applicants and students in making sound educational and career decisions.

Alternative decision making methods sufficient to coach students on practical approaches to making choices about careers and education programs that will meet their needs.

Available higher education and community resources in order to recommend the most appropriate referrals to counselors, staff, and other programs and services.

College student development and varied learning styles.

Skills in:

Public speaking sufficient to present information clearly and actionable to large groups.

Human relations/customer service sufficient to actively listen to and understand students' needs and provide accurate information and appropriate alternatives, meet quality of service needs, and evaluate student satisfaction.

Developing and delivering training that engages learners and achieves learning objectives.

Planning and organizing multiple activities, delivering results, and meeting deadlines.

Tailoring social media to effectively communicate with diverse audiences.

Computer software applications and systems sufficient to manage and query data and create business correspondence, reports and training presentations.

Ability to:

Work effectively with students from diverse and traditionally underserved backgrounds and with varied needs.

Establish and implement positive procedures when dealing with unexpected problems.

Interpret institutional, state and federal policies, and regulations and translate them into advising procedures and processes.

Research current trends, evaluate, and select material appropriate for a wide variety of users.

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.: 02/07

Rev.: 05/18

Former Class Titles: