

# Southeastern Illinois College

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## Academic Advisor/Transition and Transfer Specialist/Perkins Specialist

(Full-time nine-month position worked over twelve months)

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DIVISION: Student Affairs  
LOCATION: Main Campus  
REPORTS: Executive Dean of Student Services  
BOARD APPROVED: May 3, 2017 / July 10, 2012

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**POSITION SUMMARY:** This is a full-time, nine-month faculty position spread out over twelve months. The major focus of this position is to provide academic advisement/counseling to all students. Special attention will be given to transitioning students from high school to SIC, and with students transferring to senior institutions, both in keeping with the P-20 emphasis. Keeping current with university transfer information will be an important responsibility. This position also serves as the Perkins Specialist and WIA Liaison and ensures compliance with those entities. This position includes teaching three credit hours each semester in an area of program need. Academic coaching to assist with retention and completion efforts also resides with this position.

### ESSENTIAL RESPONSIBILITIES:

1. Provide academic advising/counseling to all students.
2. Assist students with the transition from high school to college by providing individual, personal assistance, as well as organized group activities, such as workshops, “first year experience” program, etc.
3. Maintain a current and thorough knowledge of university transfer information to ensure correct advisement for students.
4. Maintain transfer curriculum guides, keeping information current for students, other advisors, and the general college community.
5. Serve as primary advisor for students in Perkins and WIA eligible programs
6. Evaluate transfer credit.
7. Serve as ACT and SAT Testing Administrator or assistant.
8. Serve as Title IX Coordinator.
9. Teach three credit hours each semester in the area of developmental writing or reading, or criminal justice related classes.
10. Provide academic coaching to assist with retention and completion efforts.
11. Assist with extra-curricular student activities as assigned.
12. Perform graduation audits to certify degrees.
13. Serve as Perkins Specialist and WIA Liaison, maintain Perkins and WIA records, and submit appropriate reports to Perkins and WIA to maintain eligibility for funding.
14. Maintain WIOA updates in IDES system.
15. Track WIOA students and other special populations in developmental education.
16. Perform all other duties and responsibilities that may be assigned by the immediate supervisor or designee.

**EDUCATION:** Master's Degree required in a field relevant to academic advising/counseling, with appropriate teaching credentials for instruction at the community college level.

**QUALIFICATIONS:** Academic advising/counseling experience required. At least one year of high school advising/counseling or teaching experience required. Must possess computer skills, with the ability and willingness to learn and implement technology in advising/counseling and other processes.

**COMMUNICATIONS SKILLS:**

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. The position requires the ability to communicate on a personal level with all types of students, as well as to both small and large groups.

**REASONING ABILITIES:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is necessary.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license is required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/ or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Performing the duties of this position will require a professional attitude and proper office protocol at all times.