



10. Gain an understanding of curriculum and scheduling of courses to ensure students are on track to meet educational goals.
11. Communicate with faculty to facilitate individual student academic progress and success.
12. Participate in various departmental, campus and college initiatives related to retention and student success.
13. Establish good working relationships with Administration, faculty, staff and students.
14. Advise student on academic, career and personal issues, identify educational and career option appropriate for each student.
15. Stay up to date on current transfer process, procedures and equivalencies.
16. Evaluate and identify options for students program of study, through degree audit, ensuring degree requirements are being met.
17. Enroll students in appropriate courses.
18. Meet with potential students and parents during campus visits. Advising on general academic requirements.
19. Perform other related duties as assigned by supervisor.