

FORT SCOTT COMMUNITY COLLEGE

NAME: **JOB TITLE:** Director of Academic Advising

DIVISION/DEPARTMENT: Enrollment Management

RESPONSIBLE TO: Vice President of Academic Affairs / Enrollment Management

MONTHS PER YEAR: 12

HOURS PER WEEK: Exempt

UPDATE: 07/2026

CREDENTIALS/QUALIFICATIONS:

Bachelor's degree required, masters preferred in education, psychology, social work, or a related field. Previous experience in one or more of the following: academic advising, student retention, or work in the field of education. Demonstrated sensitivity and experience working with students and /or individuals from diverse social, economic, ethnic, academic, and cultural backgrounds. Meticulous reporting and good communications skills, both oral and written, required.

GENERAL DESCRIPTION OF POSITION: Provide leadership for academic advising efforts across the service areas in collaboration with academic and student services departments. The academic advisor will provide strategies related to student success and retention. This position will facilitate a college-wide effort to increase student retention and degree completion. This position could also serve as the Section 504 Accessibility and Accommodation Coordinator.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide vision, leadership and oversight for the Academic Advising Office and its intervention programs, advisor training, student tracking and monitoring.
- Communicate with students on a regular basis in-person, by telephone, mail, text and e-mail to facilitate retention.
- Work with the VP of Academic Affairs and the Dean of Students on course schedules.
- Maintain an understanding of curriculum and scheduling of courses to ensure students are on track to meet educational goals.
- Communicate with faculty to facilitate individual student academic progress and success.
- Participate in various departmental, campus and college initiatives related to retention and student success.
- Establish good working relationships with administration, faculty, staff and students.
- Advise students on academic schedules and identify educational and career options appropriate for each student.
- Stay up to date on current transfer process, procedures and equivalencies.
- Evaluate and identify options for students' program of study, through degree audit, ensuring degree requirements are being met.
- Assist students in interpreting and understanding placement scores, program curricula, and pre-requisites, etc.
- Maintain current knowledge of the institution's academic programs, curriculum, practices and academic and student policies.
- Responsible for the maintenance of information on the advising web site.

- Possess a working knowledge of the various types of student financial assistance programs.
- Collect and analyze advising data during enrolment periods
- Maintain academic advising and other student records in compliance with College and the Family Educational Rights and Privacy Act (FERPA).
- Engage in behaviors that create an inclusive environment in which all people are valued, supported, and respected.
- Actively participate in professional development opportunities and professional organizations, as well as college-wide committees, etc.
- Demonstrate strong commitment to student development and success through advocacy, positive attitude, adaptability, approachability, problem solving, and support.
- Meet with potential students and parents during campus visits. Advising on general academic requirements.
- Assume related duties and responsibilities as assigned.

Employee: _____
Signature

Date: _____

All job descriptions are subject to revision based on changing needs of the institution.