

FORT SCOTT COMMUNITY COLLEGE

NAME:

JOB TITLE: Lead Academic Advisor

DIVISION/DEPARTMENT: Student Services

RESPONSIBLE TO: Dean of Enrollment and Student Services

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 oversight of 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 comprehensive academic advising to prospective, new, returning, and continuing students, including guidance on academic schedules, course selection, program options, career pathways, and graduation requirements.
- Communicate regularly with students through in-person meetings, telephone, mail, text, and email to provide academic support, encourage engagement, and facilitate retention.
- Monitor student academic progress and proactively identify students who may be at risk of academic difficulty, stopping out, or failing to meet educational goals.
- Utilize degree-audit tools and student information systems to evaluate students' programs of study and ensure degree requirements are being met.
- Assist students in interpreting placement scores, program curricula, prerequisites, transfer requirements, academic policies, and other institutional requirements.
- Assist students with registration, academic recovery, program changes, withdrawals, graduation planning, and other academic needs.
- Maintain current knowledge of institutional academic programs, curriculum, course scheduling, academic policies, and student policies to ensure accurate and effective advising.
- Maintain current knowledge of transfer processes, procedures, articulation agreements, and course equivalencies to assist students with transfer planning.
- Communicate and collaborate with faculty, department chairs, administration, and student services personnel to facilitate individual student academic progress and success.
- Collaborate with admissions, financial aid, athletics, career services, and other campus departments to address student needs and support student success.

- Serve as a lead resource and mentor for academic advisors and work-study students within the department.
- Assist with developing, implementing, and evaluating retention and student-success initiatives.
- Participate in departmental, campus, and college-wide initiatives related to retention, student success, enrollment, and student engagement.
- Participate in new-student orientation, enrollment events, registration activities, recruitment initiatives, campus visits, and other student-success programs; meet with prospective students and parents to provide general information regarding academic requirements.
- Maintain advising information on the College's advising website and ensure information is accurate and current.
- Maintain a working knowledge of various types of student financial assistance programs and refer students to appropriate financial aid resources as needed.
- Collect and analyze advising and enrollment data to identify trends, assess student needs, and support advising and retention efforts.
- Maintain accurate academic advising and student records in compliance with College policies and the Family Educational Rights and Privacy Act (FERPA).
- Utilize student information systems and advising technologies to document student interactions, maintain records, and monitor academic progress.
- Participate in professional development opportunities, professional organizations, college-wide committees, and other activities that support continued professional growth.
- Perform other related duties and responsibilities as assigned

Employee: _____
Signature

Date: _____

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