

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Educational Advisor

**BASIC FUNCTION:** Under the supervision of the area administrator, serves students through the matriculation process, student success programs and other counseling services which support the work of the counseling faculty.

**MAY PROVIDE WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Student Workers.

**REPRESENTATIVE DUTIES:**

1. Collaborates with a counselor to assist students with the development of individual first semester educational plans.
2. Collaborates with a counselor to verify course selections by students which are best suited to their college majors or transfer requirements based on counselor approved Student Educational Plan (SEP).
3. Confirms that students have a Student Educational Plan on file and encourages the development of a SEP.
4. Provides direction related to college rules and regulations, policies and procedures; and assists students in the enrollment application process; discusses resources, programs and services available throughout the district.
5. Provides general information on academic and CTE programs to students, when appropriate, regarding CSU, UC, and private and public universities.
6. Administers a variety of college assessment tests; advises and provides assistance to students regarding queries and/or issues pertaining to assessment testing.
7. Conducts general follow-up via telephone, e-mail, and college-supported social media related to inquiries received
8. Collaborates with a counselor to prepare files, transcripts, correspondence and reports.
9. Sets up and maintains electronic database, files, documents, and student records.
10. Assists students with study skills and student success strategies. Refers students to workshops and guidance courses as appropriate. May work in collaboration with the counseling faculty to implement various student success workshops.
11. Collaborates with a variety of college support services, academic services, and specialized programs to maximize resources and services to students.
12. Collaborates with counselors to assist with updating of counseling materials and website information, including but not limited to the student handbook, calendars, schedules, and general counseling handouts for students.
13. Conducts a variety of outreach activities; including college tours; gives presentations regarding programs and services; develops community relationships; develops flyers, newsletters and brochures; develops e-mail messages; may assist in recruiting students from high schools.
14. Coordinates program efforts and educational options with appropriate local and state organizations and transfer institutions.

15. Schedules appointments for students wanting to meet with university representatives or with a transfer counselor.
16. May provide lead direction to student workers and short-term employees.
17. Attends committee, staff, and counseling meetings and workshops.
18. Participates in District-provided in-service training programs and attends conferences as appropriate.
19. Develops and maintains effective and supportive working relations with all stakeholders.
20. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate degree from an accredited institution is required. A Bachelor's degree, also from an accredited institution, is preferred.

**EXPERIENCE:** Two years of experience in higher education, serving students in the matriculation process, student success programs or other counseling services is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Policies and procedures in higher education, transfer programs available for students, and matriculation process and student success programs and services.

**ABILITY TO:** Understand, interpret and apply college policies, rules and regulations; use a computer; understand oral and written instructions; deal effectively with a diverse college community; communicate in a friendly and helpful manner; maintain effective relationships with students, faculty, staff and the community; understand student needs and make appropriate referrals.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental staff, students, parents, outside agencies, other school districts.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.