



# Esperanza College of EASTERN UNIVERSITY

## Job Description

<b>Position: Educational Advisor for Early Childhood Education and Child Development Associate Program</b>	<b>Department: Esperanza College</b>
<b>Reports to: Academic Program Director</b>	<b>FLSA Status: Exempt</b>
<b>Revised: September 16, 2020</b>	<b>Classification: Regular Part-time (20 hours)</b>

### **POSITION SUMMARY**

The Educational Advisor works directly with students providing academic advising, academic coaching, transfer advising, career planning, and retention services designed to keep students enrolled in college and help them achieve their educational goals.

### **ESSENTIAL FUNCTIONS**

- Provide academic advising services to students on an on-going basis enrolled in Early Childhood Education and the Child Development Associate (CDA) program. Conduct all aspects of advising case load management including student outreach, follow-up, and resource referral
- Conduct biweekly meetings with students to review, discuss, and monitor academic progress including attendance, participation, preparedness, and attitude
- Provide accurate information regarding policies and procedures, educational options, core and major requirements, curricular offerings, externship opportunities, career opportunities, and available support services
- Work collaboratively with students in course selection and registration
- Help students with long- and short-range academic and financial planning, time management, study skills, and career development
- Provide career counseling including career decision making and job-hunting strategies for externships (field experience) and full-time jobs
- Assist student's transition to Eastern University or transfer to other institutions
- Collect data, monitor, and evaluate students' satisfactory academic progress
- Maintain accurate academic records
- Contact and maintain ongoing meetings with students on probation or who have been identified by faculty through the Early Retention Alert system
- Consult with instructors to plan academic support for students and foster development of strong student/faculty relationships
- Monitor student progress toward graduation by regularly reviewing degree audit and making sure students understand their requirements for graduation
- Serve as liaison with financial aid, student accounts, and registrar to ensure that students understand their financial obligations and have planned accordingly
- Refer students to college and community support services as needed, and monitor their usage of these activities
- Other duties as assigned

### **EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS**

#### *Education and Experience:*

- Bachelor's Degree in related field from an accredited college or university
- Master's degree in a related field, Higher Education, Student Personnel Administration, Education, or Counseling preferred



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- 1 year of related experience preferred

### *Knowledge and Skills:*

- Knowledge of academic advising, financial aid, and student services
- Knowledge of CDA requirements
- Ability to deliver high-touch, proactive customer service
- Ability to establish and maintain effective working relationships with various department staff, university staff, prospective students, and the public
- Ability to operate in concert with the Mission and Doctrinal statements of Esperanza College and Eastern University
- Ability to provide culturally sensitive and spiritually centered guidance to a diverse student body.
- Keen attention to detail, effective interpersonal, written, and oral communication skills, in addition to presentation skills
- Knowledge of decision-making and conflict resolution techniques
- Ability to take initiative and strong customer service skills are essential
- Knowledge of Microsoft Office, Google Docs, and other similar software required
- Bilingual (fluent in written and spoken English and Spanish) preferred

### **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 the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools, or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee must occasionally lift and/or move up to 20 pounds.
- Heavy desk top computer and keyboarding activities on a daily basis.
- Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### **Work Environment**

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

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you may be required to travel outside to business partner and community locations.
- Position will require occasional full or partial day or multiple day trips locally or nationally to attend conferences, seminars, and meetings.
- The college serves its students from 8:00 am – 10:00 pm as such work schedule will include some evening hours on a regular basis.
- Candidate must identify with and be fully committed to Esperanza's vision and mission.
- Candidate must be fully committed to Eastern University's vision and mission and sign and promote its faith statement.

### **ACKNOWLEDGMENT**

The following signatures confirm that the employee was shown and understands the job responsibilities.



# Esperanza College of EASTERN UNIVERSITY

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

NOTE: By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.