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| **Job Description** |
| **Job Title:** | Student Success/Dual Credit Advisor | **Location:**  | Sandpoint |
| **Department:**  | Advising Services | **Reports To:**  | Director of Advising |
| **Division:**  | Instruction | **Pay Grade:**  | P4 |
| **FLSA Status:**  | Exempt |  |  |

**SUMMARY**

This purpose of this position is to provide educational advising, information and support to North Idaho College prospective and current students, area high schools, agency representatives, and to NIC faculty and staff. This position primarily supports students being served by NIC Sandpoint and dual credit high school students in Bonner and Boundary Counties.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

General Student Advising:

* Assists prospective and enrolled students in identifying and clarifying career and educational goals, and in developing meaningful and efficient education plans.
* Helps students to successfully navigate through the enrollment process, including participation and collaboration in NIC recruitment and orientation programs.
* Assists students in understanding their needs for being successful in college and in connecting to the best resources of the college and community for fulfilling those needs
* Provides interpretation of placement assessments which affect enrollment qualification and course selection.
* Guides students in their progress toward graduation through the utilization and interpretation of institutional/departmental policies and applicable transfer requirements.
* Utilizes Student Services web-based educational planning tools in order to assist students with persistence, retention, and completion.
* Participates on the Advising Services team to include regular meetings and events.
* Participates in college committees, staff and professional meetings as appropriate.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

Dual Credit Student advising includes above duties and the following duties:

* Works closely with the Dual Credit Coordinator in support of the Dual Credit Program to (a) recruit and retain students, (b) ensure compliance with college, state and federal regulations, (c) advocate for students, (d) disseminate communication, and (e) collect data for trend analysis, marketing, enrollment, and class offerings.
* Participates on the Dual Credit team to include regular meetings and events.
* Advises students and their families on the distinctions of General Studies, Transfer Credit, Technical Dual Credit and Technical competency credits on campus or in the prospective student’s high school.
* Works closely with students and high school counselors with regards to scheduling classes and ensuring high school graduation requirements are met in conjunction with taking NIC courses.
* Works with high school and homeschool students, families, faculty, counselors, and district personnel to provide updated information on the NIC Dual Credit program, assist with applications and registration, and offer advising with regards to academic transfer and career technical pathways from high school to college.
* Travels to regional high schools to provide advising and application and registration assistance, as needed.
* Coordinates and promotes dual credit events on the NIC Sandpoint campus to potential students and the local community.

### Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

Bachelor’s degree and a minimum of two years full-time equivalent related experience required. Experience in higher education advising preferred. Experience with student success initiatives or programs in a higher education setting preferred. Master’s degree preferred.

Valid driver’s license required.

# Knowledge, Skills and Abilities

* Strong written and verbal communication skills
* Ability to conduct effective training and presentations
* Ability to travel on a regular basis to locations within the targeted service area of Idaho’s northern counties (Kootenai, Bonner, and Boundary).
* Proficient skills using Microsoft Office applications
* Basic skills using student records system (Colleague preferred)
* Ability to operate standard office equipment including phone and copier

# Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use fingers and hands to keyboard or type, and to handle materials. The employee is occasionally required to stand; walk and reach with hands and/or arms. The employee must occasionally lift and/or move up to 25 pounds with or without assistance and with or without the aid of devices and/or equipment designed to assist in the lifting effort.

Ability to get in and out of vehicle as needed while traveling and gain access to various locations by climbing stairs as well as negotiating driveways and sidewalks. Ability to perform these duties year-round in weather that is sometimes wet, icy, or snow packed.

March 2024