

PALOMAR COMMUNITY COLLEGE DISTRICT

GUIDANCE SERVICES ADVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide guidance services to students with educational, vocational or personal problems; to conduct outreach and college recruitment activities on and off campus; to determine student eligibility for Extended Opportunity Programs & Services (EOPS); and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Extended Opportunity Programs and Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provide guidance services to students with educational, vocational or personal problems; interview students, assess needs, interests and requirements and take appropriate action; schedule appointments with counseling staff as necessary.
2. Conduct outreach and college recruitment activities at various locations within the community and assigned high schools; develop marketing and outreach materials.
3. Respond to requests and inquiries from students, faculty, staff and the general public; provide information on admissions, financial aid and registration policies and procedures; refer students to other student services as appropriate.
4. Provide EOPS information to students and explain and interpret policies and procedures; evaluate student records to determine eligibility for EOPS; organize and coordinate EOPS orientation; develop EOPS newsletter.
5. Assist students in pursuing their college or career interests; maintain a career library and card catalog of occupational, vocational and training information.
6. Provide guidance to clients on the availability and proper use of vocational, academic and personnel services in the District.

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7. Coordinate transitional programs to assist graduating students in adjusting to entering the work force or four-year educational institutions.
8. Accept and process a variety of forms and applications; assist students in filling out university applications and financial aid forms.
9. Design and develop promotional literature, pamphlets, forms and displays of guidance services.
10. Perform a variety of data entry functions; enter, store, retrieve and print material and information used in guidance and career counseling programs.
11. Assist in the preparation of a variety of reports and correspondence; compile information and statistics for report preparation.
12. Operate computer to enter, store, retrieve and print information used in the guidance and career program.

Marginal Functions:

1. Attend and participate in EOPS staff meetings as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of academic counseling.
College and vocational education entrance requirements.
Basic principles and procedures of student assessment and interviewing.
District eligibility policies and procedures.
A variety of college information, services, policies and procedures.
Modern office procedures, methods and equipment including computers.
Applicable computer software applications.
Principles and procedures of record keeping.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Provide guidance services to students with educational, vocational or personal problems.
Assist students in pursuing their college or career interests.
Conduct student interviews.
Recognize student needs and make appropriate referrals.
Determine eligibility requirements for a variety of student services and programs.
Provide guidance to students on the availability of programs and services.
Respond to requests and inquiries from students, faculty, staff and the general public.
Operate office equipment including computers and supporting software applications.
Maintain accurate records and files.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible counseling or guidance services experience in an educational setting.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in counseling, psychology, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with students and faculty.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity to read and evaluate transcripts and records; communicating for the provision of information.