

Purpose and Instructions

Please complete the following form. Once the form is completed and signed, please return to Human Resources.

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Title		Today's Date
Educational Advisor		12/31/2023
Appointment (9mos. / 12 mos. / Other)	FLSA	
12 months	Exempt	
Position Type	Work Location	
Unclassified	WOU Monmouth Campus	
Department/Division	Position Number	
TRIO SSS Student Enrichment Program	E99153	
Reports to	Reports to Position Number	
Director/Assistant Director/ SEP	E99439	

SUMMARY

A brief summary of the position here.

Reporting to the Director for SEP, the purpose of the Educational Advisor position is to assist program participants in the successful completion of their academic, personal, and career goals. This position provides the initial and primary continual advising to approximately 90 of SEP program's participants during their participation in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES

JOB DUTIES (Please ensure the total of "% of Time" equals 100%)

% of Time	Duties / Responsibilities	Essential or Incidental
70%	<p>Provide holistic advising support to program participants and facilitate academic support services to program participants delivered and referred by SEP staff.</p> <ul style="list-style-type: none"> ● Provide holistic advising to approximately 90 active program participants. This individual will meet with students on a regular basis to monitor, motivate, provide, counsel, and support the participant's academic, career, personal, financial, social, and cultural needs. 	Essential



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	<ul style="list-style-type: none">● Maintain high quality advising records and confidential student records that include time spent with each participant, the nature of each contact session, and services provided.● Utilize Wolf Connection System (ie. EAB Navigate) to support the delivery and documentation of advising services.● Make effective and appropriate referrals to on and off campus resources.	
20%	Special Projects and Workshop Facilitation <ul style="list-style-type: none">● In collaboration with unit leadership, engage in special projects which may include activities such as:<ul style="list-style-type: none">○ Develop and deliver credit bearing courses○ Summer orientation programs for incoming SEP participants○ Peer advisor/mentor training○ Design and facilitate SEP workshops	Essential
5%	Professional Development <ul style="list-style-type: none">● Remain up to date with trends and best practices in advising● With approval from unit leadership, attend conferences, workshops, and other opportunities to facilitate professional development as required by federal TRIO Student Support Services programs and as encouraged by the Division of Academic Affairs● Share knowledge gained with program staff	Essential
5%	Service to the office, division, and university <ul style="list-style-type: none">● This position may contribute to on-campus programs targeting enrolled or admitted students who may be eligible for SEP.● This position will be asked periodically to contribute to the design and content of SEP publications and announcements (i.e. newsletters, flyers, brochures, etc.)● This position will be requested occasionally to represent SEP to currently enrolled and accepted students of the university.● This position will be requested periodically to make academic presentations to guests of other TRiO related programs and underrepresented student populations (i.e. community college TRIO participants, CAMP, Making College Happen, Students of Color Conference, etc.)● This position will serve on university committees, as needed (with the approval of the Director), in order to foster an institutional climate supportive of the success of program participants.● Occasionally, this staff position will be requested to collect and provide data to support the submission of interim and annual reports and continuation grants to the federal government.● Other duties and special projects, as assigned.	Essential



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QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- For **classified** positions, please see classification specifications found at <https://fa.oregonstate.edu/classification-specifications> to assist with any particular specifications requirements for the position. Please contact HR with questions.

EDUCATION and/or EXPERIENCE

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

Education			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Bachelor's degree	X	<input type="checkbox"/>	Click or tap here to enter text.
Master's degree	<input type="checkbox"/>	X	Click or tap here to enter text.
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Experience		Type of Experience	
Years of Experience	Required	Preferred	
X No experience			
1-2 years	X	<input type="checkbox"/>	Advising students in high school or college
3-5 years	<input type="checkbox"/>	X	Advising first generation college students
	<input type="checkbox"/>	X	Bilingual Spanish
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS		
(Select all that apply)	Required	Preferred
X None		
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>



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Professional license	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Certification	<input type="checkbox"/>	<input type="checkbox"/>
Please specify required professional license(s), registration(s), and or certification(s), if applicable:		
Click or tap here to enter text.		

SUPERVISION		
The practice of oversight given to others. Supervision typically includes directing work activities, counseling, disciplinary actions, hiring, firing, salary actions, performance appraisal, training, etc.		
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input checked="" type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If supervisor position, please list direct reports to employee:		
<u>Employee(s)</u>	<u>Job Title</u>	
Click here to enter text.	Click here to enter text.	



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*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the PD user guides.

Scope of Decisions Made:	Policy Driven
Impact of Decision Made:	Position
Autonomy and Discretion:	Some Discretion
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$ 0
Grant funding (\$):	\$ 0
Number of Grants:	0
Foundation Funding (\$):	\$ 0
Number of Foundation Funds:	0
Agency Funding (\$):	\$ 0

WORKING CONDITIONS

Typical Work

Functions* (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Balancing | <input type="checkbox"/> Carrying |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Crawling |
| <input type="checkbox"/> Crouching/ Stooping | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Feeling/Handling | <input checked="" type="checkbox"/> Keyboarding/Computer Use |
| <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> Pulling/Pushing |
| <input type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Regular interaction with customers |
| <input type="checkbox"/> Repetitive movement | <input type="checkbox"/> Sitting |
| <input type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Specific Work Schedule |
| <input type="checkbox"/> Squatting | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Telephone Use | <input type="checkbox"/> Twisting/Bending |
| <input type="checkbox"/> Walking/Running | <input type="checkbox"/> Writing |

Typical Working Environment and

Hazards* (check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Normal office environment | <input type="checkbox"/> Animals/Wildlife |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Confined Spaces |
| <input type="checkbox"/> Darkness/Poor Lighting | <input type="checkbox"/> Dust/Fumes |



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<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	Click or tap here to enter text.
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	M through F 8-5

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.





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Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFAC <input type="checkbox"/> Electronically Filed			

NOTES:

