

**Colorado Mountain College**  
**Position Description**

Title: Academic Advisor I and Enrollment Services Specialist  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Salary Range: \$48,971.89 - \$54,413.21 (\$23.54 - \$26.16 per hour)

Primary Responsibility

This position is a unique combination of duties that include academic advising functions and front-line support and services to assist with recruiting applicants, pre-enrollment activities and follow up, degree requirements, placement data and academic advising to provide continuity of assistance and support for students. This position provides guidance for students from inquiry through registration.

The incumbent interprets placement data, explains degree requirements, assists with course selection and degree planning, and keeps updated on the students' academic progress; will advise prospective and enrolled students on planning, monitoring, and achieving goals; provides administrative counseling and guidance in interpreting the College's academic policies and guidelines.

The incumbent applies knowledge of programs, procedures and policies to provide administrative support and assistance in a student services function, assisting current and prospective student and parents with a variety of inquiries and topics.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the rigors of the position. Examples may include a Bachelor's Degree and two years of experience with a diverse student and adult population; or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

High School and Post-Secondary experience essential.

Special skills or abilities: Knowledge of higher education degree requirements, and current practices and technology utilized in student services. Ability to interpret placement data and assist with course selection and degree planning. Exhibit exceptional verbal, written, analytical, and interpersonal skills. Maintain confidentiality, discretion and professionalism. Organize and prioritize work while exercising flexibility, teamwork and humor.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

#### Essential Duties

1. Advises students in a one-on-one or small group setting, providing assistance with course selection and degree planning; monitors student progress and maintains appropriate records.
2. Collaborates with registration and financial aid staff. Assists with campus events such as orientation, success seminars, campus visits and graduation.
3. Works closely with other departments to provide services to students; provides referral when necessary for additional levels of support from College Counselor, Disability Services, Financial Aid, and other specialized functions.
4. Assists in the development and coordination of admissions processes and procedures.
5. Assists with student recruiting and pre-enrollment follow up; follows up with prospective students via phone and email.
6. Coordinates communication with applicants including phone calls, emails, and mailings.
7. Schedules and conducts tours and other events to bring students to the campus.
8. Coordinates campus Visit Days for prospective students and their guests.
9. Coordinates new student orientations with faculty and staff. Coordinates with other departments to onboard students.
10. Coordinates programs, projects, and events, special activities including Career Services activities on campus.
11. Serves as back up to Financial Aid.
12. Provides registration support at the front office as needed.
13. Performs clerical and technical support duties; prepares and submits reports; assists in maintaining automated systems and data files.
14. Serves on committees.
15. Performs other duties as assigned.

#### Supervision Received

The position reports to a designated supervisor. Position usually works within the framework of responsibilities but may require guidance at times.

### Supervisory Responsibility

This position does not supervise others but may serve as a lead to other front line team members.

### Special Conditions of Employment

Successful completion of a background check including motor vehicles records report required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This position will require regular evening hours, occasional weekend hours, and occasional travel.

Serve in the professional staff on-call rotation throughout the year to respond to emergencies and policy violations in the residence hall. Professional staff on-call must be available to take calls and come to campus quickly for the entirety of their on-call duration.

### Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

Position group and code      40130/530000  
BLS SOC  
Position ID  
Date of HR updated review

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employees may perform other related duties as required to meet the ongoing needs of the organization.