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# Example of Advisor, Program Job Description

Our growing company is hiring for an advisor, program. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for advisor, program

* Serve as advisor for the Environmental and Sustainability Studies degree, meeting with and advising incoming and current students on education plans, degree evaluations, graduation requirements
* Teach and/or co-teach a series of courses for NCC related to conservation and sustainability
* Participate in student recruitment and retention activities, where applicable
* Serve as key contact for many of the LAUSD high school college centers collaborating with the Pullias Center
* Collaborate with campus groups and organizations city and statewide programs to disseminate information on the Pullias Center programs
* Provides cross functional support on large scale programs or multiple complex projects that affect organizational long-term goals and objectives
* Assist Director, Advisor Recruiting in execution of duties to guide SRCs and RSs in support of recruiting goals
* Partner with five divisional recruiting teams to achieve annual recruiting goals
* Support Director, Advisor Recruiting, design, plan and implement enterprise-wide Advisor Recruiting campaigns, sponsorships, events, and social media activities
* Monitor, track and report on effectiveness of campaigns, sponsorships, events, and social media

## Qualifications for advisor, program

* Ability to present clear and concise information to cross-functional teams, senior management, internal and external customers
* Extensive knowledge of college admissions for public universities (UC & CSU preferably)
* General knowledge of Los Angeles Unified School District high schools (school demographics and locations)
* General knowledge of effective communication strategies and practices, especially with high school students
* 1+ years of client focused Sales/Account Management experience (excellent relationship building/maintenance skills)
* Effectively communicate product, price and procedure information to customers and field sales representatives