

<b>Additional Duties - College/Campus Specific</b>	<b>Colleges</b>	<b>Campuses</b>
1 Coordinate the design/updates to the Recommended Academic Plans for the college/campus	83%	74%
2 Coordinate print and electronic academic information posted to college/campus Web sites & undergraduate student LISTSERVs & advising program guides	67%	68%
3 Coordinate the design of academic advising Web sites	67%	84%
4 Hire, supervise, train, and evaluate assigned professional and support staff	67%	89%
5 Coordinate the academic advising experience for international students	17%	63%
6 Facilitate progress of students not admitted to major by 5th semester to ensure assigned academic adviser	50%	79%
7 Serve on college scholarship committee	33%	11%
8 Administer budget (college/DUS/Career)	17%	89%
9 Coordinate and participate in BJC Fall Career Fair/committee events; coordinate campus career activities	17%	5%
10 Serve as College Contact Person (CCP) for College Contact and Referral Representative (CCPP) AAPP B-6	50%	68%
11 Supervise/coordinate Entrance to Major process for college	67%	37%
12 Oversee re-enrollment, reinstatement, change of major and change of campus procedures for college	67%	63%
13 College representative to Undergraduate Admissions Office	67%	37%
14 Ad hoc member of college Curricular Affairs and Undergraduate Programs Committees	33%	21%
15 Serve on college Senate Committee to Curricular Affairs		11%
16 Coordinate dual enrollment admits		37%
17 Coordinate Online Progress Report (OPR)		42%
18 Administer the annual online evaluation of faculty and staff advising by students		11%
19 Participate as voting member of the faculty congress and serve on faculty congress committee		32%
20 Participate in course scheduling and other enrollment management activities		89%
21/22 Evaluate transfer credits for admission and usability	17%	58%
23 Coordinate open house adviser participation	17%	47%
24 Coordinate annual college meeting	17%	42%
25 Consult on the design, delivery, and assessment of annual orientation programs		47%
26 Manage faculty adviser assignments		79%
27 Provide training/consultation & professional development for new and seasoned faculty advisers	17%	100%
28 Offer first-year seminar modules concerning advising		63%
29 Meet with all CCRRs and PCs to discuss advising issues and concerns	17%	68%
30 Coordinate foreign language deficiency process		53%
31 Direct campus Learning Center		11%
32 Co-chair campus enrollment/retention committee (with director of admissions)		16%
33 Design queries (data warehouse) to ascertain student attrition and retention data for campus programs, including DUS/PROV		21%
34 Serve as campus Registrar		5%
35 Serve as Office of Disability Services contact		16%
36 Serve as campus Access and Security Representative (ASR)		5%
37 Serve campus as Data Warehouse 'power user'		11%
38 Member of faculty search committees		47%
39 Collaborate on the setting of college/campus policies and procedures		89%
40 Academic Affairs representative for First-Year Engagement Plan; member college first-year engagement committee	17%	68%
41 Academic Integrity Coordinator for the college/campus		5%
42 Member of Enrollment Management Group, Retention Committee, Orientation Committee, Early Alert Committee	17%	95%
43 Serve as college/campus Director of Career Services; supervise career services staff		26%
44 Approve DUS Change of Campus/PROV/PROVA for college/campus	17%	84%
45 Serve on Academic Council, Adult Recruitment and Retention Committee, Faculty Senate Pedagogy/Retention Committee		68%
46 Member of University Advising Council	17%	5%
47 Member College Undergraduate Education Advisory Committee (UEAC); college Undergraduate Programs Advising Committee	50%	
48 Member of college ePetition Development Committee	17%	
49 Member college Leadership Council	17%	
50 College representative on the Pennypacker Experience Board	17%	