

Job Responsibilities: 2-Year Institutions

Tables

In this chapter, the responses to 21 activities lead to a better understanding of the job responsibilities of academic advisors in 2-year institutions. Survey participants responded with *yes*, an activity was a job responsibility of at least one academic advisor, or *no*, it was not a job responsibility. The 21 activities are presented in seven groups of job responsibilities (each containing between one and six specific job activities): plan of study; course scheduling and registration; administrative duties; career advising; recruitment, orientation, and placement; academic and student services; and coordinate student experiences. The 21 activities are presented by the seven job responsibility groups in Table 10.1.

Samples with fewer than 50 respondents are marked with an * (e.g., $n = 30^*$) on tables that present the number and percentage of respondents who endorsed a particular answer. A change in the answer of one respondent in this sample would change the degree of difference by more than 2%. Therefore, inferences involving these groups should be made cautiously.

Table 10.1

JOB RESPONSIBILITIES FOR 2-YEAR INSTITUTIONS (N = 239)

Responsibility Group	<i>f</i>	<i>%</i>
Plan of Study		
Help develop plan of study	230	96.2
Course Scheduling & Registration		
Help schedule courses	230	96.2
Help with course registration	218	91.2
Administrative Duties		
Serve on committees	225	94.1
Liaison to academic department	178	74.5
Career Advising		
Help select a major	215	90.0
Help explore career interests	188	78.7
Help make career plans	168	70.3
Help explore world of work information	151	63.2
Help with job search process	71	29.7
Recruitment, Orientation, & Placement		
Participate in new student orientation	207	86.6
Participate in student recruitment	126	52.7
Administer basic skills placement testing	71	29.7
Academic & Student Services		
Teach (including freshman seminar courses)	164	68.6
Deliver basic skills development	70	29.3
Tutor	43	18.0
Determine disability accommodations	70	29.3
Provide mental health counseling	68	28.5
Provide financial aid counseling	58	24.3
Coordinate Student Experiences		

Coordinate student internships	55	23.0
Coordinate study abroad opportunities	13	5.4

Table 10.2

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 2-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility Group	Small		Medium		Large	
	<i>n</i> = 122		<i>n</i> = 91		<i>n</i> = 26*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study						
Help develop plan of study	115	94.3	89	97.8	26	100.0
Course Scheduling & Registration						
Help schedule courses	120	98.4	86	94.5	24	92.3
Help with course registration	116	95.1	82	90.1	20	76.9

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

*Fewer than 50 respondents; interpret with caution.

Table 10.3

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 2-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility Group	Yes		No		For some	
	<i>n</i> = 57		<i>n</i> = 118		<i>n</i> = 64	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study						
Help develop plan of study	53	93.0	114	96.6	63	98.4
Course Scheduling & Registration						
Help schedule courses	55	96.5	112	94.9	63	98.4
Help with course registration	53	93.0	105	89.0	60	93.8

Table 10.4

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 2-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility Group	FT professional advisors		FT faculty		Both FT pros and faculty	
	<i>n</i> = 42*		<i>n</i> = 34*		<i>n</i> = 163	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study						
Help develop plan of study	42	100.0	30	88.2	158	96.9
Course Scheduling & Registration						
Help schedule courses	40	95.2	33	97.1	157	96.3
Help with course registration	37	88.1	29	85.3	152	93.3

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.5

PLAN OF STUDY AND COURSE SCHEDULING & REGISTRATION FOR 2-YEAR INSTITUTIONS BY ADVISING SITUATION (*N* = 245)

Responsibility Group	Institution		College, school, division		Department	
	<i>n</i> = 210		<i>n</i> = 24*		<i>n</i> = 11*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Plan of Study						
Help develop plan of study	203	96.7	23	95.8	9	81.8
Course Scheduling & Registration						
Help schedule courses	204	97.1	21	87.5	11	100
Help with course registration	192	91.4	21	87.5	10	90.9

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.6

ADMINISTRATIVE DUTIES FOR 2-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	<i>n</i> = 122		<i>n</i> = 91		<i>n</i> = 26*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Serve on committees	118	96.7	85	93.4	22	84.6
Liaison to academic department	84	68.9	72	79.1	22	84.6

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments. *Fewer than 50 respondents; interpret with caution.

Table 10.7

ADMINISTRATIVE DUTIES FOR 2-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 57		<i>n</i> = 118		<i>n</i> = 64	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Serve on committees	54	94.7	111	94.1	60	93.8
Liaison to academic department	41	71.9	89	75.4	48	75.0

Table 10.8

ADMINISTRATIVE DUTIES FOR 2-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT professional		FT faculty		Both FT pros and faculty	
	<i>n</i> = 42*		<i>n</i> = 34*		<i>n</i> = 163	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Serve on committees	40	95.2	32	94.1	153	93.9
Liaison to academic department	31	73.8	20	58.8	127	77.9

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.9

ADMINISTRATIVE DUTIES FOR 2-YEAR INSTITUTIONS BY ADVISING SITUATION (N = 245)

Responsibility	Institution		College, school, division		Department	
	n = 210		n = 24*		n = 11*	
	f	%	f	%	f	%
Serve on committees	198	94.3	22	91.7	11	100
Liaison to academic department	160	76.2	17	70.8	6	54.5

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.10

CAREER ADVISING FOR 2-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	n = 122		n = 91		n = 26*	
	f	%	f	%	f	%
Help select a major	108	88.5	83	91.2	24	92.3
Help explore career interests	102	83.6	68	74.7	18	69.2
Help make career plans	90	73.8	62	68.1	16	61.5
Help explore world of work information	83	68.0	56	61.5	12	46.2
Help with job search process	45	36.9	19	20.9	7	26.9

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

*Fewer than 50 respondents; interpret with caution.

Table 10.11

CAREER ADVISING FOR 2-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 57		<i>n</i> = 118		<i>n</i> = 64	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Help select a major	50	87.7	106	89.8	59	92.2
Help explore career interests	43	75.4	91	77.1	54	84.4
Help make career plans	39	68.4	83	70.3	46	71.9
Help explore world of work information	37	64.9	73	61.9	41	64.1
Help with job search process	18	31.6	31	26.3	22	34.4

Table 10.12

CAREER ADVISING FOR 2-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT professionals		FT faculty		Both FT pros and faculty	
	<i>n</i> = 42*		<i>n</i> = 34*		<i>n</i> = 163	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Help select a major	40	95.2	28	82.4	147	90.2
Help explore career interests	31	73.8	26	76.5	131	80.4
Help make career plans	29	69.0	24	70.6	115	70.6
Help explore world of work information	23	54.8	23	67.6	105	64.4
Help with job search process	9	21.4	10	29.4	52	31.9

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.13

CAREER ADVISING FOR 2-YEAR INSTITUTIONS BY ADVISING SITUATION (N = 245)

Responsibility	Institution		College, school, division		Department	
	n = 210		n = 24*		n = 11*	
	f	%	f	%	f	%
Help select a major	194	92.4	19	79.2	6	54.5
Help explore career interests	174	82.9	12	50.0	5	45.5
Help make career plans	154	73.3	11	45.8	7	63.6
Help explore world of work information	137	65.2	11	45.8	6	54.5
Help with job search process	64	30.5	4	16.7	4	36.4

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.14

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 2-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	n = 122		n = 91		n = 26*	
	f	%	f	%	f	%
Participate in new student orientation	108	88.5	79	86.8	20	76.9
Participate in student recruitment	74	60.7	43	47.3	9	34.6
Administer basic skills placement testing	41	33.6	23	25.3	7	26.9

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

*Fewer than 50 respondents; interpret with caution.

Table 10.15

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 2-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 57		<i>n</i> = 118		<i>n</i> = 64	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Participate in new student orientation	50	87.7	98	83.1	59	92.2
Participate in student recruitment	30	52.6	64	54.2	32	50.0
Administer basic skills placement testing	21	36.8	34	28.8	16	25.0

Table 10.16

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 2-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT professionals		FT faculty		Both FT pros and faculty	
	<i>n</i> = 42*		<i>n</i> = 34*		<i>n</i> = 163	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Participate in new student orientation	32	76.2	28	82.4	147	90.2
Participate in student recruitment	25	59.5	15	44.1	86	52.8
Administer basic skills placement testing	10	23.8	12	35.3	49	30.1

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.17

RECRUITMENT, ORIENTATION, & PLACEMENT FOR 2-YEAR INSTITUTIONS BY ADVISING SITUATION (*N* = 245)

Responsibility	Institution		College, school, division		Department	
	<i>n</i> = 210		<i>n</i> = 24*		<i>n</i> = 11*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Participate in new student orientation	184	87.6	18	75.0	8	72.7
Participate in student recruitment	111	52.9	10	41.7	6	54.5
Administer basic skills placement testing	64	30.5	6	25.0	1	9.1

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.18

ACADEMIC & STUDENT SERVICES FOR 2-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	<i>n</i> = 122		<i>n</i> = 91		<i>n</i> = 26*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	91	74.6	59	64.8	14	53.8
Deliver basic skills development	37	30.3	23	25.3	10	38.5
Tutor	26	21.3	13	14.3	4	15.4
Determine disability accommodations	42	34.4	23	25.3	5	19.2
Provide mental health counseling	30	24.6	32	35.2	6	23.1
Provide financial aid counseling	30	24.6	19	20.9	9	34.6

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

*Fewer than 50 respondents; interpret with caution.

Table 10.19

ACADEMIC & STUDENT SERVICES FOR 2-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 57		<i>n</i> = 118		<i>n</i> = 64	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	44	77.2	78	66.1	42	65.6
Deliver basic skills development	20	35.1	30	25.4	20	31.3
Tutor	14	24.6	18	15.3	11	17.2
Determine disability accommodations	14	24.6	32	27.1	24	37.5
Provide mental health counseling	14	24.6	29	24.6	25	39.1
Provide financial aid counseling	13	22.8	35	29.7	10	15.6

Table 10.20

ACADEMIC & STUDENT SERVICES FOR 2-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT professionals		FT faculty		Both FT pros and faculty	
	<i>n</i> = 42*		<i>n</i> = 34*		<i>n</i> = 163	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	23	54.8	30	88.2	111	68.1
Deliver basic skills development	8	19.0	13	38.2	49	30.1
Tutor	3	7.1	7	20.6	33	20.2
Determine disability accommodations	10	23.8	13	38.2	47	28.8
Provide mental health counseling	10	23.8	11	32.4	47	28.8
Provide financial aid counseling	11	26.2	5	14.7	42	25.8

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.21

ACADEMIC & STUDENT SERVICES FOR 2-YEAR INSTITUTIONS BY ADVISING SITUATION (*N* = 245)

Responsibility	Institution		College, school, division		Department	
	<i>n</i> = 210		<i>n</i> = 24*		<i>n</i> = 11*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Teach	146	69.5	14	58.3	9	81.8
Deliver basic skills development	60	28.6	8	33.3	3	27.3
Tutor	36	17.1	3	12.5	6	54.5
Determine disability accommodations	65	31.0	6	25.0	0	0.0
Provide mental health counseling	65	31.0	2	8.3	2	18.2
Provide financial aid counseling	51	24.3	5	20.8	2	18.2

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.22

COORDINATE STUDENT EXPERIENCES FOR 2-YEAR INSTITUTIONS BY SIZE OF INSTITUTION

Responsibility	Small		Medium		Large	
	<i>n</i> = 122		<i>n</i> = 91		<i>n</i> = 26*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Coordinate student internships	38	31.1	16	17.6	1	3.8
Coordinate study abroad opportunities	8	6.6	5	5.5	0	0.0

Note. Small = 5,999 or fewer; medium = 6,000-23,999; large = 24,000 or more undergraduate enrollments.

*Fewer than 50 respondents; interpret with caution.

Table 10.23

COORDINATE STUDENT EXPERIENCES FOR 2-YEAR INSTITUTIONS BY MANDATORY ADVISING

Responsibility	Yes		No		For some	
	<i>n</i> = 57		<i>n</i> = 118		<i>n</i> = 64	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Coordinate student internships	18	31.6	20	16.9	17	26.6
Coordinate study abroad opportunities	3	5.3	4	3.4	6	26.6

Table 10.24

COORDINATE STUDENT EXPERIENCES FOR 2-YEAR INSTITUTIONS BY ADVISING PERSONNEL

Responsibility	FT professionals		FT faculty		Both FT pros and faculty	
	<i>n</i> = 42*		<i>n</i> = 34*		<i>n</i> = 163	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Coordinate student internships	6	14.3	13	38.2	36	22.1
Coordinate study abroad opportunities	0	0.0	2	5.9	11	6.7

Note. *Fewer than 50 respondents; interpret with caution.

Table 10.25

COORDINATE STUDENT EXPERIENCES FOR 2-YEAR INSTITUTIONS BY ADVISING SITUATION (N = 245)

	Institution		College, school, division		Department	
	<i>n</i> = 210		<i>n</i> = 24*		<i>n</i> = 11*	
	<i>f</i>	%	<i>f</i>	%	<i>f</i>	%
Responsibility						
Coordinate student internships	49	23.3	2	8.3	6	54.5
Coordinate study abroad opportunities	12	5.7	1	4.2	0	0.0

Note. *Fewer than 50 respondents; interpret with caution.