**MADISON AREA TECHNICAL COLLEGE**

**CLASS SPECIFICATION TITLE: ADVISOR**

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**CLASS SUMMARY:**
This class is the third of three levels in the Technical Professional series. This is a broad classification encompassing incumbents responsible for providing subject matter expert leadership essential to the College's administrative and academic operations. Incumbents possess and apply a comprehensive knowledge of a particular field of specialization to the completion of complex assignments as designated by College leadership. Responsibilities may include developing and coordinating the College's media and public relations activities; managing professional development programs, courses and training; leading the College's foundation and development efforts; providing legal counseling and auditing services; and developing and evaluating architectural projects.

Incumbents operate with considerable latitude for unreviewed actions or decisions by virtue of their expert level knowledge and experience. Assignments generally require the interpretation and application of broad organizational policies and objectives into defined programs or services.

Incumbents in this class may supervise lower level support staff, but are not considered to be managerial. Incumbents may have substantial authority for the hiring, oversight and quality control of contracted staff.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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1. Manages and maintains a number of multi-faceted projects including coordinating committees, government relations, marketing, campaigning, public relations, and program evaluations.

2. Conducts research, analyzes findings, writes analyses, and develops recommendations.

3. Provides professional advice, training, and development opportunities in assigned area of responsibility.

4. Monitors projects within assigned program area to ensure compliance with applicable goals.

5. Prepares, reviews, interprets, and analyzes a variety of complex and multi-faceted information, records, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.

6. Performs other duties of a similar nature or level.
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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Public Affairs and Government Relations may be responsible for:
- Developing public affairs and communication strategies;
- Resolving student constituent issues;
- Developing communication materials which includes presentations, speeches, letters, testimony, and articles;
- Developing and maintaining relationships with internal and external parties including State and local government officials, opinion leaders, local media, and community groups.

Positions assigned to Employee Development may be responsible for:
- Coordinating, developing, and leading a variety of employee development programs, courses, and services;
- Evaluating services to determine professional development needs;
- Administering training sessions;
- Supervising student staff.

Positions assigned to Audit/Legal may be responsible for:
- Providing legal counsel to all staff which includes providing legal opinions, researching legal topics, and interpreting legal regulations;
- Drafting, reviewing, and developing legal documents including agreements, grants, real estate contracts, labor contracts, and related documents;
- Managing the legal office which includes seeking outside counsel as necessary, maintaining a legal web page, managing a legal budget, and training legal staff;
- Conducting internal audits which includes determining which areas to audit, developing auditing systems, and deciding auditing parameters.

Positions assigned to Resource Development/Alumni Relations may be responsible for:
- Establishing and maintaining relationships with organizations and individuals in order to secure philanthropic supports;
- Managing department staff;
- Identifying, evaluating, and prioritizing fundable opportunities;
- Coordinating and managing fundraising efforts;
- Researching and evaluating donor trends and attitudes.

TRAINING AND EXPERIENCE (positions in this class typically require):
Bachelor’s degree from an accredited college or university in a field related to area of assignment; and seven to ten years of progressively responsible professional experience in area of assignment; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position. Master’s degree or Juris Doctorate may be required.
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**LICENSING REQUIREMENTS** (positions in this class typically require):
- Juris Doctorate (WI State Bar) (depending on area of assignment)

**KNOWLEDGE** (position requirements at entry):
Knowledge of:
- Program development and administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Recordkeeping principles;
- Project management principles;
- Applicable Federal, State, and Local laws, codes, rules, and regulations;
- Computers and related software applications.

**SKILLS** (position requirements at entry):
Skill in:
- Directing, monitoring, and evaluating program policies and procedures;
- Planning, coordinating, and implementing program components and activities;
- Providing public relations;
- Preparing and maintaining records and reports;
- Participating in the evaluation, analysis, and resolution of complex problems;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;
- Analyzing and interpreting applicable laws, rules, and regulations;
- Managing projects;
- Using a computer and related software applications;
- Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.

**PHYSICAL REQUIREMENTS:**
Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASSIFICATION HISTORY:
Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (DG)
Date: (05/2010)