

MASTER SPECIFICATION

JOB INFORMATION

Date:	12/12/2017 3:31:14 PM
Official Title:	Academic Advisor Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	

FLSA	X Exempt	Non-Exempt
Job Code:	323104	
Job Family:	Counseling/Advising	

JOB SUMMARY

The Academic Advisor advises students concerning their academic plans and progress, academic schedule, choice of major, and other academic activities and career goals, to assist the student in making decisions concerning personal educational goals leading to graduation.

NATURE OF WORK

The Academic Advisor is a professional advising position, responsible for providing high quality advice services to applicants, current students, recent graduates, which includes conducting individual student interviews, group meetings, and workshops. Additional responsibilities include performing various tasks to support the operations of an academic department, college, or central advising office on campus. Job responsibilities require excellent interpersonal communications skills, as well as the ability to effectively work with and provide information, assistance and related services to students, faculty, and staff. Work is performed under limited supervision, working within guidelines and established standards. Problems faced in this position are varied and often complex, requiring analysis and interpretation of the situation. Errors could easily result in moderate costs, inconveniences, and disruption of services within the affected area, and may contribute to important strategy, operations, and business decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Advises students individually and/or with groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.

Assists students with identification of long-term goals and career plans. Works to position students to meet requirements for graduation within appropriate periods while preparing them to meet future goals.

Advises special populations of students within scope of responsibility, such as new or transfer students, undeclared majors, minority groups, etc., assisting in exploration of academic programs, and focusing on academic direction, procedures, policies, and available resources.

Maintains advising records and confidential student evaluation records.

Utilizes institutional information systems to support delivery of advising services.

Serves on appropriate department, college and/or campus advisory committees.

Performs other job related duties as assigned.

Additional Responsibilities

May teach institution's 101 class and participate in programming aimed at increasing overall student retention.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Counseling or an academic field directly related to the Advisor's specific responsibilities	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Progressively responsible experience in advising or related academic functions within higher education	X		