Job Classification Specification

Academic Advisor

Position Summary (Revised on 3/16/2015)

The first level Academic Advisor responsible for academic advising and program implementation through direct student contact that includes individual appointments, course instruction and workshops. Responsibilities typically include working to improve students' academic planning skills, evaluating students' curricular plans, counseling students regarding communication and interpersonal skills related to academic success, and other academic activities. Incumbent monitors student progress in order to intervene, advise, and recommend resources and solutions to academic difficulties.

Requires in-depth knowledge and experience. Solves complex problems; takes a new perspective using existing solutions. Works independently; receives minimal guidance. Acts as a resource for colleagues with less experience. Likely to act as an informal resource for colleagues with less experience. Represents the level at which career may stabilize for many years or even until retirement.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Advises students on academic program policies and academic planning.

Monitors student progress in order to intervene, advises, and recommend resources and solutions to academic difficulties.

Applies an extensive knowledge of curricular options, requirements, and engagement opportunities to identify, compare, and contrast viable degree programs that match a student’s interests and goals.

Evaluates students’ curricular plans, counsels students regarding communication and interpersonal skills related to academic success, and other academic activities.

Coaches students through the major and career decision-making process by developing an individualized, action-oriented plan to assist students overcome barriers as they move toward degree progress and timely graduation.

Conducts reviews to certify degree completion and determine academic standing for probation/suspension. Evaluates requests for exception to policy through academic petitions, and assesses indicators of student academic difficulty to conduct outreach.
Counsels students to help them identify their strengths, academic and career interests, and explore available areas. Provides direct service to students to facilitate their major declaration and career exploration.

Assesses and evaluates each student’s diverse needs and backgrounds by utilizing adaptive advising strategies within the cultural contexts, and connect them to campus resources.

Creates a network of relationships with students, faculty, and campus staff to effectively deliver advising and support services to students, and serves as a liaison to other units.

Directs students to college/university support resources in moment of crisis, including financial, social, personal, and academic.

Contributes toward program development and evaluation metrics. Provides input on the development of advising systems and processes.

**Operational Role**

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

**Scope of Measurable Impact**

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

**Independence and Decision-Making**

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

**Complexity and Problem Solving**

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

**Required Qualifications**
Master’s degree and 1 years of related experience; often the senior-most individual contributor in a department to whom other more junior employees go to for technical guidance.

Effective TBD