



<b>Job Title</b>	Academic Advisor I, II, III, IV	<b>Job Code</b>	AD0113, AD0114, AD0115, AD0117, AD0119
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	14, 15, 16
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt/Non-Exempt
<b>Job Family</b>	Advising	<b>Union Code</b>	0
		<b>Subfamily</b>	Academic Advising

**Job Family & Subfamily Summary**

**Advising Professionals** provide academic advising, counseling and related student services.

**Academic Advising Professionals** advise students to assist them in making appropriate educational decisions specific to their education plan. Counsels students on academic policies and issues.

**Job Summary**

Provides academic, major, or college specific advising in areas including but not limited to recruitment, major declaration, orientation, enrollment, retention, and graduation.

**Representative Duties**

**1. Academic Advising**

- Provides academic advising to support student retention and graduation initiatives
- Identifies and helps resolve obstacles impeding the academic success of students (or a particular subset of students for example probation students)
- Analyzes students' academic and personal issues/concerns and provides referral/intervention services
- Supports students in developing a required academic plan to meet graduation requirements
- Explains academic policies, procedures, and guidelines to students in order to meet their educational goals
- Educates students about the value of academic advisement and the importance of the registration process
- Coordinates mentoring or specific programming for students within various academic programs
- Guides students through college and university level administrative processes
- Assesses advising practices and programming
- Maintains appropriate student records and documents student interactions
- May be assigned to support specific academic departments, programs or student populations
- Utilizes advising technology systems to manage student data

**2. Transition Programming and Orientation**

- Coordinates and presents orientations and transition programming for students
- Participates in major-related course planning to assist students with the transition process
- Advises students on major change processes and options and provides referrals if necessary
- Develops and manages activities, communication, and outreach with all constituents regarding the academic advising process
- Engages prospective students in a variety of communication and outreach events

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I - AD0113 (Exempt) AD0114 (Non-Exempt) Pay Grade 14

- Bachelor's degree and 0+ years of relevant work experience
- Provides basic advising services

### Level II – AD0115 (Exempt) Pay Grade 15

- Bachelor's degree and 2+ years of relevant work experience, or a Master's degree
- Demonstrates knowledge, skills, and abilities to function autonomously as an academic advisor for relevant programs

### Level III – AD0117 (Exempt) Pay Grade 16

- Bachelor's degree and 3+ years of relevant work experience, or a Master's degree and 1+ years
- Assists with specialty assignments, such as retention and/or graduation initiatives, or
- Point of contact or lead for one or more projects/initiatives, providing assessment/evaluation data
- May train or mentor student assistants, peer advisors, and/or Academic Advisors Level I and II
- Provides and analyzes assessment/evaluation data and develops reports as needed
- Enhanced use of advising technology systems

### Level IV – AD0119 (Exempt) Pay Grade 16

- Bachelor's degree and 4+ years of relevant work experience, or a Master's degree and 2+ years
- Increased scope of responsibility, which may include complex programs, faculty support, curriculum management, technology systems or other duties
- May function in a lead capacity with limited or no formal supervision duties
- May train or mentor student assistants, peer advisors, and/or Academic Advisors Level I, II, or III
- Analyzes assessment and evaluation data and gauges the impact of programming and efforts
- Assists in developing and implementing advising unit goals and strategies

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**