



Job Title	Assistant Director, Academic Advising	Job Code	AD0122
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt
Job Family	Advising	Union Code	0
		Subfamily	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

Responsible for components of a university-wide or college academic advising office with multiple advisors, programs, and/or services. Typically includes supervision and evaluation of direct reports. May include an academic advising caseload and is the subject matter expert in one or more programming areas. This position typically reports to the Associate Director, Academic Advising.

Representative Duties

- 1. Management and Administrative**
 - Assists Director or Associate Director in day to day operations of a university-wide or college academic advising office which may include budget administration and human resource activities
 - Assists Director, Associate Director, or is autonomous in leading, supervising, training and developing advising staff
 - Serves as subject matter expert in applicable field and provides guidance to academic advising staff on complex situations as needed
 - Serves as a content area specialist and liaison to other university departments and external constituents
 - Recommends and develops policies and practices relating to assigned areas of responsibility
 - Engages in special projects to increase and enhance services to students, faculty, and staff
 - Represents the college on university-wide committees and other committees where appropriate
- 2. Strategic Planning**
 - Works with colleagues in developing programs and procedures to secure mandated outcomes
 - Assists Director or Associate Director to establish the vision of the academic advising office and assists in developing, coordinating, and assessing advising goals and strategies
 - Serves as part of the leadership team that develops work plans and assesses workload
- 3. Assessment and Goal Setting**
 - Supports the development and implementation of assessment measures
Collects and analyzes student data to measure outcomes
- 4. Academic Advising**
 - Advises assigned students and performs most duties of Academic Advisor I-IV levels.
Serves as subject matter expert in one or more areas which may include, probation, graduation, enrollment management, orientation or other advising specializations

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Master's	
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

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.