



Job Title	Associate Director, Academic Advising	Job Code	AD0123
Pay Plan	A&P	Pay Grade	18
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 assisting the Director in the oversight of a university-wide or college academic advising office with multiple advisors, programs, and/or services. Includes supervision and evaluation of direct reports. This position typically reports to Director, Academic Advising.

Representative Duties

1. Management and Administration

- Assists 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 or autonomous in leading, supervising, training and developing the academic 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

- Assists in developing programs and procedures to secure mandated outcomes
- Assists Director to establish the vision of the academic advising office and assists in developing, coordinating, and assessing advising goals and strategies
- Serves on the leadership team that develops work plans and assesses workload

3. Assessment and Goal Setting

- Supports the development and implementation of assessment measures and collects and analyzes student data to measure outcomes

4. Academic Advising

- May have an advising caseload and performs some or all duties of Academic Advisor I-IV levels

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Master's	
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership 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.