



<b>Job Title</b>	Director, Academic Advising	<b>Job Code</b>	AD0124
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	19
<b>Union</b>	Non-Union	<b>FLSA Status</b>	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**

Responsible for all activities of a university-wide or college academic advising office with multiple advisors, programs, and/or services. Includes budget oversight, supervision of direct reports, strategic planning, and assessment.

**Representative Duties**

**1. Management and Administration**

- Responsible for the day to day operations of a university-wide or college academic advising office including budget administration and human resource activities
- Plans, coordinates, and supervises the academic advising staff
- Plans, coordinates, and oversees all student advising activities including recruitment, major declaration, orientation, enrollment, retention, and graduation for a university-wide or college academic advising office
- Designs, administers, coordinates, and assesses programs
- Recommends and enforces the standards and policies of the university-wide advising program or college and university

**2. Curriculum and Programming**

- Reviews and recommends updates to the curriculum to conform to university or college policy
- Reviews and recommends programming to enhance the academic and co-curricular experience of students
- Oversees and approves dissemination of information regarding careers and academic pathways

**3. Strategic Planning**

- Creates and enacts a vision for growth and development of the academic advising office
- Develops and implements academic advising goals and strategies that align with the strategic goals and mission of the college or university-wide advising program and university
- Engages in special projects to increase and enhance relevant services to students, faculty, and staff
- Represents the college on university-wide committees and other committees where appropriate

**4. Analysis and Reporting**

- Develops and implements formative and summative assessment measures and collects and analyzes student data to produce various reports

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Master's	Doctoral
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Doctoral degree 2+ years of leadership with a Doctoral degree		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**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.**