



Job Title	Manager, Academic Advising	Job Code	AD0121
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 the day to day operations of an academic advising office in an academic unit within a college. Includes supervision and evaluation of academic advising professionals or solely responsible for advising within an academic unit within a college. Includes managing workload and day to day administration of the academic unit office.

Representative Duties

- 1. Management and Administrative**
 - Responsible for day to day operations of an academic advising office in an academic unit within a college including budget administration and human resource activities
 - Plans, coordinates, and supervises the academic advising staff or solely responsible for advising
 - Plans and coordinates administrative activities of the academic unit’s advising office
 - Designs, administers, coordinates, and assesses programs
 - Recommends and enforces the standards and policies of the unit, college, and university
 - Serves as subject matter expert in applicable field and provides guidance to 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 academic unit
 - May represent the unit on committees where appropriate
- 2. Curriculum and Programming**
 - Reviews and recommends updates to the academic unit curriculum to conform to university or college policy
 - Reviews and recommends academic unit programming to enhance the academic and co-curricular experience of students
 - Identifies and disseminates information regarding careers and academic pathways
- 3. Strategic Planning**
 - Develops and implements advising goals and strategies that align with the strategic goals and mission of the academic unit, college, and university
 - Engages in special projects to increase and enhance services to students, faculty, and staff
- Assessment**
 - Supports the development and implementation of assessment measures and collects and analyzes student data to measure outcomes
 - Works with colleagues responsible for developing programs and procedures to secure mandated outcomes
- Academic Advising**
 - Advises assigned students and performs most duties of Academic Advisor I-IV levels

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
5+ years of relevant work experience OR 3+ years of relevant work experience with a Master's Degree		
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.