Academic Advisor II

Job Code: 00001568

General Description
Responsible for providing quality undergraduate advising to majors and pre-majors and coordinating special projects/programs within the assigned college.

Examples of Duties
Coordinate special programs such as New Student Orientation and transfer planning.
Conduct assessment of student retention/academic support program.
Participate in various committees as assigned.
Maintain and distribute assessment tools for advising services.
Manage assessment projects for the advising center.
Advise students, prospective students, and parents on topics related to academic majors and assistance with academic progress.
Provide career counseling to majors within an academic unit.
Coordinate, plan, and prepare for advising sessions.
Coordinate with academic units on information to provide students.
Refer students to appropriate sources of help.
Evaluate and maintain degree audits.
May receive and assist in processing applications for graduation.
Disseminate information to students.
Share information with other undergraduate advisors.
Collect data and prepare reports.
Participate in University efforts toward recruitment and retention.
Attend high school or community college career days to provide preliminary advising and give group presentations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University, school, and department policies, degree programs, curriculum, and related matters; developmental practices and techniques that are most successful in advising; principles of assessment; factors influencing recruitment and retention of students; entrance criteria of other professional schools, including nationally standardized exams.
Skill in: work as team member in office; cooperate with others throughout university community; explain concepts clearly to students, prospective students, and parents; problem solving and decision making.
Ability to: Understand, interpret, and retain items such as department, school, university, and accreditation requirements, catalogues, correspondence, and research articles; prepare clear,
concise, grammatically correct reports, correspondence, and databases; perform math sufficient
to calculate GPA’s, percentages, and basic statistics for summarizing data; interrelate with
student advisees to establish rapport with them; interpret student satisfaction surveys; use
personal computer software used by department; manage time effectively; compile, analyze,
and summarize data; make effective presentations; explain complex degree requirements.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and
education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
Bachelor’s Degree