Academic Advisor I

Job Code 50011417

General Description
Responsible for providing quality undergraduate advising to majors and pre-majors and to serve as an advisor and resource to prospective students and their parents.

Examples of Duties
Provide undergraduate academic advising for majors and pre-majors.
Approve course majors for each semester.
Assist students in interpreting degree outlines.
Maintain transcripts and files of majors.
Provide preliminary advising to prospective students and their parents.
Talk with students who are having problems in their major about options.
Coordinate with other academic departments regarding questions or problems students are experiencing.
Attend college days and orientation meetings to provide preliminary advising and give group presentations.
Maintain and update alumni files.
Provide clerical and administrative assistance to office.
Provide data regarding number of students advised and other information as requested.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Skill in: Working as a team member on most tasks of jobs, in interacting courteously with students, parents and others; in explaining concepts clearly.
Ability to: Understand and interpret department, school, and University requirements, to prepare correspondence and reports, to perform basic math.

Experience and Education
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