

Supervisor, College Academic Advising

Job Code 50012346

General Description

Responsible for providing advisement to undeclared majors or majors within an academic unit on issues related to academic progress and to supervise, manage, and oversee the delivery of advisement services in the assigned school.

Examples of Duties

Supervise staff, manage, and oversee the delivery of advisement services in the assigned school. 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.

Maintain transcripts and files.

Supervise preparation of degree audits using the Degree Audit Reporting System (DARS).

May receive and assist in processing applications for graduation.

Track and advise students on probation.

Initiate and monitor undergraduate curriculum revisions.

Disseminate information to students.

Share information with other undergraduate advisors.

Collect data and prepare reports.

Participate in University efforts toward recruitment and retention.

Develop profiles of students to improve advising.

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; 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; supervise staff.

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